

STATE PROJECT MANAGEMENT PLAN (STMP)

Common Core State Standards, PARCC, & COMPASS: K-12/Postsecondary Alignment

December 1, 2011 – September 30, 2014

STATE:	Louisiana
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A. Goals:

- Goal 1:** CCSS/Assessments: Successful implementation of Common Core State Standards/aligned assessments.
- Goal 2:** K-12 & Post-secondary Ownership: Shared ownership of college readiness by K-12 and post-secondary sectors.

B. Outcomes:

- Outcome #1:** Statewide definition of “college readiness.”
- **Progress Indicator:** All twelve two-year and community colleges will create PARCC Campus Leadership Teams by March 1, 2012.
 - **Progress Indicator:** All two- and four-year institutions plus K-12 partners will reach consensus on a listing of competencies for a statewide definition of “college readiness” for English I and College Algebra by July 1, 2013.

Outcome #2: K-12/postsecondary alignment to Common Core State Standards in:

- Academic courses/sequences & teacher development
 - **Progress Indicator:** All two-year and community colleges plus universities will align teacher preparation course syllabi to the CCSS by June 30, 2013.
 - **Progress Indicator:** All two-year and community colleges plus universities will begin implementing the new teacher preparation course syllabi by the beginning of the fall 2013 semester.
 - **Progress Indicator:** All two-year and community colleges plus universities will align mathematics and English course syllabi and course sequences in arts/science departments to the CCSS by June 30, 2013.
 - **Progress Indicator:** All two-year and community colleges plus universities will begin implementing the realigned mathematics and English course syllabi and course sequences in arts/science departments by the beginning of the fall 2013 semester.
- Data and accountability
 - **Progress Indicator:** All two-year and community colleges plus universities with teacher preparation programs plus PK-12 partners will reach consensus on a list of types of drill down data for the PARCC assessments to be provided to teachers and teacher preparation programs to better interpret value-added results and submit the list to PARCC test developers by June 30, 2013.

Outcome #3: Postsecondary institutions use CCSS assessment to determine readiness for credit bearing course enrollment (2015 or later).

- **Progress Indicator:** All two- and four- year institutions will have a minimum of one faculty member who will be involved in PARCC research activities by June 30, 2014 to develop and/or validate the new PARCC assessments.
- **Progress Indicator:** The State will articulate the relationship between the PARCC assessment and existing college ready assessments (e.g., ACT, PSAT, SAT, etc.) by June 30, 2014. (If research data are not available, this timeline will need to be extended to a date when the data are available.)

C. Project Description

Deep collaboration already exists in the state as K-12 and higher education have worked together to create articulation and transfer arrangements that impact all parts of the state. Louisiana is one of the Governing States for the Partnership for Assessment of Readiness for College and Careers (PARCC) and has made a commitment to be involved in the development and implementation of the new assessments. A decision has been made by the Louisiana Board of Regents and Louisiana Department of Education to jointly involve PK-12 educators, arts/science faculty, education faculty, other education leaders, and local communities in the PARCC alignment/assessment work since two-year and community colleges plus universities are recipients of college ready high school students and also produce the teachers who prepare students to be college ready.

The State has already convened university chancellors/presidents to deepen their understanding of the Common Core State Standards and PARCC assessments and to discuss their roles/responsibilities. However, needs exist to involve all two-year and community colleges in the work and involve more faculty and K-12 teachers in alignment/assessment activities. This initiative will assist Louisiana in addressing those needs while building upon an infrastructure that has already been created to address articulation/transfer, the Common Core State Standards and PARCC assessments. Louisiana is also in the process of adopting new evaluation standards for teachers and educational leaders (COMPASS – Teacher Evaluation) and aligning the PK-12 curriculum to the new Common Core State Standards (CCSS). A need now exists for all teacher preparation programs to integrate COMPASS - Teacher Evaluation, PARCC, and CCSS into the university curriculum.

The Project Management Plan will help to address these needs.

D. Deliverables

1.	List of Communication Activities Regarding PARCC and Common Core State Standards
2.	List of Core Competencies and Evidence for College Algebra
3.	List of Core Competencies and Evidence for English Composition I
4.	List of Opportunities for Common Core State Standards, PARCC, and COMPASS Faculty Development
5.	College of Education CCSS/PARCC/COMPASS Alignment of Syllabi and Implementation Documentation
6.	College of Arts/Science CCSS/PARCC Alignment of Syllabi and Implementation Documentation
7.	List of Professional Development Needs and Resources
8.	List of Drill Down Data Needs
9.	List of Faculty Participating in Research
10.	Four-Year Contracts for Grant Funds
11.	Correlation of PARCC Assessments and Existing College Readiness Assessments PARCC Assessment Research Results
12.	Listing of PARCC Campus Leadership Team Members and Contact Persons
13.	Travel Documentations to State/National Meetings
14.	PARCC (Achieve) Documents
15.	Core to College Progress and Budget Reports
16.	PARCC (Florida) Progress and Budget Reports
17.	Blue Ribbon Commission for Educational Excellence Recommendations
18.	Office Operations
19.	BoR Policy to Use PARCC Assessments
20.	Statewide Definition of Career and College Readiness
21.	Bridge Courses for College Readiness

E. Project Organization

Role	Description	Staff Assigned
Authorized Agency Official	Has ultimate authority over and is responsible for a project and/or a program, its scope and deliverables.	Designee of the Commissioner of Higher Education, Louisiana Board of Regents
PARCC Higher Education Lead/ Alignment Coordinator	Develops and maintains project plan and project schedules, executes project reviews, tracks and disposes of issues and change requests, manages the budget, and is responsible for overall quality of the deliverables.	Jeanne Burns, Louisiana Board of Regents
Project Team	Is responsible for performing the activities necessary for implementation of the project.	<ul style="list-style-type: none"> • Linda Marino, Program Specialist, Louisiana Board of Regents • Jared Avery, Graduate Intern, Louisiana Board of Regents • Jacques Petit, Student Worker, Louisiana Board of Regents
Key Partners	Is responsible for implementing activities at the campus levels and within the Louisiana Department of Education.	<ul style="list-style-type: none"> • PARCC Campus Contact Personnel • PARCC Campus Leadership Teams • Fen Chou, K-12 PARCC Lead and Assistant Superintendent, Louisiana Department of Education
Experts	Provides expert understanding of their organizations and represents area for which the project is intended to support/serve.	<ul style="list-style-type: none"> • Allison Jones, Vice President for Postsecondary Collaboration, Achieve • Callie Riley, Program Associate, Postsecondary Engagement, Achieve • Gage Weekes, Rockefeller Philanthropy Advisors • Paolo DeMaria, Education First Consulting

F. Challenges

Initiative Challenge		Strategies to Address the Challenge
1.	This initiative is dependent upon the active engagement of the PARCC Campus Leadership teams and other faculty within the two- and four-year institutions.	Direct communication will occur between the Louisiana Board of Regents, campus chief academic officers, and college of education deans pertaining to the implementation of the activities.
2.	The success of this initiative is dependent upon complete implementation of the details of the plan.	A contact person on each campus will report to the chief academic officer/college of education dean and be accountable for the completion of the activities within the campus plans.

G. Barrier

Initiative Barrier		Strategy to Address the Barrier
1.	Two-year college faculty does not currently possess a thorough understanding of the shifts that need to occur to effectively address the Common Core State Standards and COMPASS - Teacher Evaluation when preparing new teachers.	Each campus will be provided additional state funds from February 1, 2012 to June 30, 2012 for the specific purpose of providing professional development regarding the Common Core State Standards and COMPASS – Teacher Evaluation for university faculty.

H. Deliverables and Activities

	Deliverable(s) and Tasks		Responsible Person	Start Date	Projected End Date	Actual Completion Date
1.0	List of Communication Activities Regarding PARCC and Common Core State Standards					
1.1	Oversee the communication of information about the Common Core State Standards (CCSS), PARCC assessments, college readiness definitions to university, and PK-12 partners through state and campus convenings and oversee the coordination of activities					
	1.1.1	Create written materials about PARCC and PARCC Campus Leadership Teams to disseminate to campuses				
	1.1.1.1	Create two documents about PARCC and PARCC Campus Leadership Teams to disseminate to 4-year institutions entitled: Higher Education's Involvement in the Partnership for the Assessment of Readiness for College and Careers (PARCC); Partnership for the Assessment of readiness for College and Careers (PARCC) Campus Leadership Teams and Future Meetings	Burns	6/15/11	7/8/11	7/8/11
	1.1.1.2	Revise the two Louisiana documents about PARCC and PARCC Campus Leadership Teams to disseminate to 2-year institutions entitled: Higher Education's Involvement in the Partnership for the Assessment of	Burns	2/1/12	2/6/12	2/6/12

			Readiness for College and Careers (PARCC); Partnership for the Assessment of readiness for College and Careers (PARCC) Campus Leadership Teams and Future Meetings					
	1.1.2	Support the creation of a video about COMPASS/CCSS for use by campuses						
		1.1.2.1	Reallocate Tulane University CTC funds to Southeastern Louisiana University (SLU) for a video to be created to help campuses understand the Louisiana Department of Education’s plans to implement COMPASS/CCSS	Marino	3/1/12	4/25/12	4/25/12	
		1.1.2.2	Create a video at Southeastern Louisiana University that provides an overview of the LDOE’s plans to implement COMPASS/CCSS	SLU/LDOE	3/1/12	3/28/12	3/28/12	
		1.1.2.3	Place the COMPASS/CCSS video on the BoR web site for campuses to access	Marino/Burns	4/30/12	6/30/12	6/30/12	
	1.1.3	Develop and implement a plan to communicate information		Burns	12/1/11	11/30/14		
	1.1.4	Develop a web page for PARCC/CCSS/Compass						
		1.1.4.1	Identify information for web page	Burns/Avery	3/1/12	10/5/12	9/11/12	
		1.1.4.2	Design web page	Avery	9/4/12	10/5/12	9/11/12	
		1.1.4.3	Enter descriptors and links for web page.	Avery	9/10/12	10/5/12	10/4/12	
		1.1.4.4	Activate the web page.	Avery	9/28/12	10/5/12	10/5/12	
		1.1.4.5	Disseminate information about web page to campuses and public	Burns	10/1/12	10/31/12	10/5/12	
		1.1.4.6	Locate new information for the web page					
			1.1.4.6.1	October 2012	Burns/Avery	10/1/12	10/31/14	10/31/12
			1.1.4.6.2	November 2012	Burns/Avery	11/1/12	11/31/12	11/31/12
			1.1.4.6.3	January 2013	Burns/Avery	01/1/13	01/31/13	1/31/13
			1.1.4.6.4	February 2013	Burns/Avery	02/1/13	02/28/13	02/28/13
			1.1.4.6.5	March 2013	Burns/Avery	03/01/13	03/31/13	03/31/13
			1.1.4.6.6	April 2013	Burns/Avery	04/01/13	04/30/13	04/30/13
			1.1.4.6.7	May 2013	Burns/Avery	05/01/13	05/31/13	05/31/13
		1.1.4.7	Enter descriptors and links for new information on the web page					
1.1.4.7.1			October 2012	Avery	10/1/12	10/31/14	10/31/12	
1.1.4.7.2	November 2012		Avery	11/1/12	11/31/12	11/31/12		
1.1.4.7.3	January 2013		Avery	01/01/13	01/31/13	1/31/13		
1.1.4.7.4	February 2013		Avery	02/01/13	02/28/13	02/28/13		
1.1.4.7.5	March 2013		Avery	03/01/13	03/31/13	03/31/13		
1.1.4.7.6	June 2013		Avery	06/17/13	06/28/13	06/28/13		
1.1.4.7.7	August 2013	Avery	8/14/13	8/15/13	8/15/13			
1.2	Communicate with chancellors/presidents							
	1.2.1	Send memo to chancellors at 4-year institutions to invite them to attend a Leadership Forum on August 30, 2011 for the chancellors and their leadership team		Jim Purcell	8/8/11	8/8/11	8/8/11	
	1.2.2	Send memo to chancellors at 2-year institutions about PARCC/CCSS		Purcell	2/3/12	2/3/12	1/31/12	
1.3	Communicate with PARCC Campus Leadership Teams							

1.3.1	Send e-mail to PARCC Campus Lead (College of Education Deans) at 4-year institutions to provide information about PARCC and identify PARCC Campus Leadership Team members	Burns	7/11/11	7/11/11	7/11/11
1.3.2	Send memo to PARCC Campus Leadership Team members at 4-year colleges about logistics to participate in PARCC/CCSS webinar	Burns	7/21/11	7/21/11	7/21/11
1.3.3	Send email to PARCC Campus Lead (College of Education Deans) at 4-year colleges to invite PARCC Campus Leadership Teams to a state PARCC/CCSS meeting on September 30, 2011	Burns	9/8/11	9/8/11	9/8/11
1.3.4	Send memo to PARCC Campus Lead (College of Education Deans) at 4-year colleges to provide procedures to complete Campus Project Management Plans and budgets to receive Core to College and CITAL funds	Burns	2/01/12	2/01/12	2/02/12
1.3.5	Send memo to PARCC Campus Lead (Chief Academic Officer) at 2-year colleges about PARCC and have them identify PARCC Campus Leadership Team members	Burns	2/6/12	2/6/12	2/06/12
1.3.6	Send memo to PARCC Campus Lead (Chief Academic Officers) at 2-year colleges to provide procedures to complete Campus Project Management Plans and budgets to receive Core to College and CITAL funds	Burns	2/08/12	2/08/12	2/08/12
1.3.7	Send memo to PARCC Campus Lead (College of Education Deans) for 4-year PARCC Campus Leadership Teams to provide the mathematics and English matrices and directions for submission of critical core competencies	Burns	3/13/12	3/13/12	3/13/12
1.3.8	Send memo to PARCC Campus Lead (Chief Academic Officers) for 2-year PARCC Campus Leadership Teams to provide the mathematics and English matrices and directions for submission of critical core competencies	Burns	3/13/12	3/13/12	3/13/12
1.3.9	Send memo to PARCC Campus Lead (Chief Academic Officers) at 2-year colleges to provide logistical information about a statewide PARCC/CCSS meeting being held on March 23, 2012	Burns	3/14/12	3/14/12	3/14/12
1.3.10	Send memo to PARCC Campus Lead (College of Education Deans) at 4-year colleges to nominate faculty to participate on PARCC item review teams	Burns	4/11/12	4/11/12	4/11/12
1.3.11	Send memo to PARCC Campus Leads at 2-year and 4-year colleges to invite them to send PARCC Campus Leadership Team members to a statewide meeting to reach consensus on core competencies and evidence	Burns	5/15/12	5/15/12	5/15/12
1.3.12	Send memo to College of Education deans and private provider directors to identify a limited number of faculty members (e.g., 2 per institution) to participate in COMPASS teacher evaluation training during July and COMPASS leader evaluation training during August	Burns	6/8/12	6/8/12	6/5/12
1.3.13	Send memo to College of Education deans to indicate that a process to be used during fall 2012 for teacher preparation faculty to receive CCSS training being provided by the LDOE to teachers in schools and receive COMPASS teacher evaluation training will be discussed at June 23, 2012 LACTE meeting.	Burns	6/5/12	6/5/12	6/5/12
1.3.14	Work with LDOE to provide written documents to 4-year institutions at LACTE meeting to provide locations and dates for two university faculty members from each university to register for COMPASS teacher evaluation training	Coefield, Williams, & Burns	6/22/12	6/22/12	6/22/12
1.3.15	Send memo to 2-year institutions and 4-year institutions regarding the process to provide feedback about the draft PARCC policy for the five performance levels.	Burns	7/17/12	7/17/12	7/17/12

	1.3.16	Send memo to 2-year institutions and 4-year institutions with dial-in information and PowerPoint slides for PARCC webinar pertaining to the draft PARCC policy for the five performance levels	Burns	7/19/12	7/19/12	7/19/12
	1.3.17	Send e-mail on July 30, 2012 to 4-year institutions requesting an estimate regarding the number of faculty members that will participate in the COMPASS training in the fall and in the CCSS training in the fall	Burns	7/30/12	7/30/12	7/30/12
	1.3.18	Send e-mail on August 31, 2012 to Lead for university PARCC Campus Leadership Teams to provide an update about Compass & CCSS training	Burns	8/31/12	8/31/12	8/31/12
	1.3.19	Send e-mail on September 18, 2012 to Lead for university PARCC Campus Leadership Teams that provided information next steps for faculty to register for Compass & CCSS training	Burns	9/18/12	9/18/12	9/18/12
	1.3.20	Send e-mail on September 19, 2012 to Lead for university PARCC Campus Leadership Teams to remind them to register number of people that estimated would be attending	Burns	9/19/12	9/19/12	9/19/12
	1.3.21	Send e-mail on September 19, 2012 to university PARCC Campus Leadership Teams about a two day meeting for educational leadership to be trained to use the Compass educational leadership evaluation tool.	Burns	9/19/12	9/19/12	9/19/12
	1.3.22	Send e-mail on September 20, 2012 to 11 campuses that had not yet responded to the survey about the performance levels	Burns	9/20/12	9/20/12	9/20/12
	1.3.23	Send memo on October 1, 2012 to community colleges to invite them to send faculty to CCSS training and Compass training	Burns	10/1/12	10/1/12	10/1/12
	1.3.24	Send memo to campuses with educational leadership program to invite them to send educational leadership faculty to a Learning Community meeting on November 8-9, 2012 for Compass educational leadership evaluator training	Burns	10/2/12	10/5/12	10/9/12
	1.3.2.5	Send memo to PARCC Campus Leads at 2-year and 4-year colleges to invite them to send PARCC Campus Leadership Team members to a statewide meeting to obtain updates pertaining to the Common Core State Standards (CCSS), PARCC assessments, and Smarter Balance assessments to disseminate to campus leaders and faculty. They will also be provided with information about available resources and discuss new resources that will be needed as the CCSS and PARCC assessments are implemented in 2014-15 and the future.	Burns	2/5/14	2/5/14	2/5/14
1.4	Communicate with Teacher/Leader/Campus Organizations					
	1.4.1	Meet with College of Education deans at a meeting of the Louisiana Association of Colleges for Teacher Education (LACTE) to provide information about PARCC and attain input regarding the creation of PARCC Campus Leadership Teams	Burns	4/1/11	4/30/11	4/30/11
	1.4.2	Meet with College of Education deans at a meeting of the Louisiana Association of Colleges for Teacher Education (LACTE) to provide an update on the Core to College proposal being funded by Lumina/Hewlett/Gates	Burns	12/2/11	12/2/11	12/2/11
	1.4.3	Contact School Board Association to identify a time to meet with members to discuss PARCC	Burns	1/17/12	1/17/12	1/17/12
	1.4.4	Contact District Superintendents Association to identify a time to meet with members to discuss PARCC	Burns	1/1/12	5/15/15	5/15/12
	1.4.5	Meet with College of Education deans at a meeting of the Louisiana Association of	Burns	1/27/12	1/27/12	1/27/12

		Colleges for Teacher Education (LACTE) to provide details about the submission of Campus Project Management Plans				
1.4.6		Meet with the Teacher Preparation Oversight Committee to provide information about CCSS/PARCC and Campus Project Management Plans	Burns	3/16/12	3/16/12	3/16/12
1.4.7		Meet with College of Education deans at a meeting of the Louisiana Association of Colleges for Teacher Education (LACTE) to provide update on Core to College and CITAL grant funds for PARCC/CCSS	Burns	4/13/12	4/13/12	4/13/12
1.4.8		Meet with College of Education deans at a meeting of the Louisiana Association of Colleges for Teacher Education (LACTE) to provide an update on PARCC State and Campus Project Management Plan activities	Burns	5/11/12	5/11/12	5/11/12
1.4.9		Contact LEA to identify a time to meet with members to discuss PARCC	Burns	1/17/12	10/1/13	10/2/13
1.4.10		Contact LFT to identify a time to meet with members to discuss PARCC	Burns	2/6/12	10/1/13	10/2/13
1.4.11		Contact APEL to identify a time to meet with members to discuss PARCC	Burns	2/6/12	10/1/13	10/2/13
1.4.12		Talk to organizer of Louisiana Association of Developmental Education Conference and agree to accept invitation to be a keynote speaker and discuss PARCC	Burns	8/16/12	8/16/12	8/16/12
1.4.13		Meet with College of Education deans at a meeting of the Louisiana Association of Colleges for Teacher Education (LACTE) to provide an update on options to calculation math scores on the new PARCC assessments	Burns	10/30/12	10/30/12	10/30/12
1.4.14		Meet with College of Education deans at a meeting of the Louisiana Association of Colleges for Teacher Education (LACTE) to provide an update on PARCC assessments.	Burns	11/30/12	11/30/12	11/30/12
1.4.15		Meet with College of Education deans at a meeting of the Louisiana Association of Colleges for Teacher Education (LACTE) to provide an update on PARCC assessments.	Burns	1/11/13	1/11/13	1/11/13
1.4.16		Meet with College of Education deans at a meeting of the Louisiana Association of Colleges for Teacher Education (LACTE) to provide an update on PARCC assessments.	Burns	3/8/13	3/8/13	3/8/13
1.4.17		Meet with College of Education deans at a meeting of the Louisiana Association of Colleges for Teacher Education (LACTE) to provide an update on PARCC assessments.	Burns	4/12/13	4/12/13	4/12/13
1.4.18		Meet with College of Education deans at a meeting of the Louisiana Association of Colleges for Teacher Education (LACTE) to provide an update on PARCC assessments.	Burns	5/10/13	5/10/13	5/10/13
1.4.19		Meet with College of Education deans at a meeting of the Louisiana Association of Colleges for Teacher Education (LACTE) to provide an update on PARCC assessments.	Burns	6/21/13	6/21/13	6/21/13
1.4.20		Meet with College of Education deans at a meeting of the Louisiana Association of Colleges for Teacher Education (LACTE) to provide an update on PARCC assessments.	Burns	8/16/13	8/16/13	8/16/13
1.4.21		Meet with College of Education deans at a meeting of the Louisiana Association of Colleges for Teacher Education (LACTE) to provide an update on PARCC assessments.	Burns	9/13/13	9/13/13	9/13/13

	1.4.22	Meet with College of Education deans at a meeting of the Louisiana Association of Colleges for Teacher Education (LACTE) to provide an update on PARCC assessments.	Burns	10/18/13	10/18/13	10/18/13
	1.4.23	Meet with College of Education deans at a meeting of the Louisiana Association of Colleges for Teacher Education (LACTE) to provide an update on PARCC assessments.	Burns	11/15/13	11/15/13	11/15/13
	1.4.24	Meet with College of Education deans at a meeting of the Louisiana Association of Colleges for Teacher Education (LACTE) to provide an update on PARCC assessments.	Burns	1/17/14	1/17/14	1/17/14
	1.4.25	Meet with College of Education deans at a meeting of the Louisiana Association of Colleges for Teacher Education (LACTE) to provide an update on PARCC assessments.	Burns	2/21/14	2/21/14	2/21/14
	1.4.26	Meet with College of Education deans at a meeting of the Louisiana Association of Colleges for Teacher Education (LACTE) to provide an update on PARCC assessments.	Burns	4/11/14	4/11/14	4/11/14
	1.4.27	Meet with College of Education deans at a meeting of the Louisiana Association of Colleges for Teacher Education (LACTE) to provide an update on PARCC assessments.	Burns	5/9/14	5/9/14	5/9/14
	1.4.28	Meet with College of Education deans at a meeting of the Louisiana Association of Colleges for Teacher Education (LACTE) to provide an update on PARCC assessments.	Burns	6/27/14	6/27/14	6/27/14
	1.4.29	Meet with College of Education deans at a meeting of the Louisiana Association of Colleges for Teacher Education (LACTE) to provide an update on PARCC assessments.	Burns	8/29/14	8/29/14	8/29/14
	1.4.30	Meet with College of Education deans at a meeting of the Louisiana Association of Colleges for Teacher Education (LACTE) to provide an update on PARCC assessments.	Burns	9/26/14	9/26/14	9/26/14
1.5	Conduct Meetings/Webinars					
	1.5.1	Conduct Statewide PARCC/CCSS Webinar on July 25, 2011				
	1.5.1.1	Make arrangements for location to conduct webinar, locate speakers, and prepare PowerPoint presentations	Burns/Norton/Beben	7/01/11	7/25/12	7/25/11
	1.5.1.2	Conduct PARCC/CCSS webinar for PARCC Campus Leadership Teams on July 25, 2011	Burns/Norton/Beben	7/25/11	7/25/11	7/25/11
	1.5.1.3	Make arrangements for webinar to be made available to the public on the Louisiana Department of Education web site	Norton	7/25/11	8/31/11	8/31/11
	1.5.2	Conduct Statewide PARCC Leadership Summit on August 30, 2011				
	1.5.2.1	Locate and make arrangements for PARCC Leadership Summit speakers, identify meeting materials about CCSS/PARCC, and prepare PowerPoint presentations	Burns/Norton	7/01/11	8/29/11	8/29/11
	1.5.2.2	Secure a facility to hold the PARCC Leadership Summit, provide facility with set-up and audio-visual requests, identify and select a caterer, select a menu for the lunch, request purchase orders, create participant lists, create name tags, create name plates for universities,	Marino/Dyer	7/01/11	8/30/11	8/30/11

		copy handouts, prepare folders, and transport materials to the meeting location				
	1.5.2.3	Conduct PARCC/CCSS Leadership Summit for chancellors and university leadership teams on August 30, 2011	Purcell/Tyler/Burns/ Norton/Marino	8/30/11	8/30/11	8/30/11
	1.5.2.4	Process payments for facility and caterer for PARCC Leadership Summit	Marino	9/1/11	9/30/11	9/30/11
1.5.3	Conduct Statewide PARCC Leadership Forum on September 30, 2011					
	1.5.3.1	Locate and make arrangements for PARCC Leadership Forum speakers, identify meeting materials about CCSS/PARCC, and prepare PowerPoint presentations	Burns/Norton	8/1/11	9/29/11	9/29/11
	1.5.3.2	Secure a facility to hold the PARCC Leadership Forum, provide facility with set-up and audio-visual requests, identify and select a caterer, select a menu for the lunch, request purchase orders, create participant lists, create name tags, create name plates for universities, copy handouts, prepare folders, and transport materials to the meeting location	Marino/Dyer	8/1/11	9/30/11	9/30/11
	1.5.3.3	Conduct PARCC/CCSS Meeting for PARCC Campus Leadership Teams at 4-year colleges on September 30, 2011	Burns/Norton/ Marino	9/30/11	9/30/11	9/30/11
	1.5.3.4	Process payments for facility and caterer for PARCC/CCSS 4-year College Meeting	Marino	10/1/11	10/30/11	10/30/11
1.5.4	Conduct Statewide PARCC Two-Year College Campus Leadership Team Meeting on March 23, 2012					
	1.5.4.1	Locate and make arrangements for PARCC Two-Year College Campus Leadership Team Meeting speakers, identify meeting materials about CCSS/PARCC, and prepare PowerPoint presentations	Burns/Norton	2/1/12	3/22/12	3/22/12
	1.5.4.2	Secure a facility to hold the PARCC Two-Year College Campus Leadership Team Meeting, provide facility with set-up and audio-visual requests, identify and select a caterer, select a menu for the lunch, request purchase orders, create participant lists, create name tags, create name plates for universities, copy handouts, prepare folders, and transport materials to the meeting location	Marino/Dyer	2/1/12	3/24/12	3/24/12
	1.5.4.3	Conduct PARCC Two-Year College Campus Leadership Team Meeting for PARCC Campus Leadership Teams at 2-year colleges	Burns/Norton	3/23/12	3/23/12	3/23/12
	1.5.4.4	Process payments for facility and caterer for PARCC Two-Year College Campus Leadership Team Meeting	Marino	4/1/12	4/30/12	4/30/12
1.5.5	Conduct Statewide PARCC Campus Leadership Team Meeting on June 12, 2012					
	1.5.5.1	Locate and make arrangements for PARCC Campus Leadership Team meeting speakers, identify meeting materials about CCSS/PARCC, and prepare PowerPoint presentations	Burns/Norton	5/1/12	6/11/12	6/08/12
	1.5.5.2	Secure a facility to hold the PARCC Campus Leadership Team Meeting, provide facility with set-up and audio-visual requests, identify and select a caterer, select a menu for the lunch, request purchase orders, create participant lists, create name tags, create name plates for	Marino/Dyer	5/1/12	6/12/12	6/11/12

		universities, copy handouts, prepare folders, and transport materials to the meeting location				
	1.5.5.3	Conduct statewide PARCC Campus Leadership Team Meeting for Campus PARCC Leadership Teams at 2-year and 4-year colleges	Burns/Norton/ Marino	6/12/12	6/12/12	6/12/12
	1.5.5.4	Process payments for facility and caterer for the Statewide PARCC Campus Leadership Team Meeting	Marino	6/13/12	6/30/12	6/19/12
1.5.6		Conduct a Board of Regents/Noel Levitz Training Institute/Conference titled “Increasing Student Completers Through Strong Campus Engagement” for the Louisiana’s public post-secondary institutions on September 28, 2012	Reed/Blanchard/ Marino/Coleman/ Bates	9/1/12	9/28/12	9/28/12
	1.5.6.1	Secure a facility to hold the Board of Regents/Noel Levitz Training Institute/Conference in Baton Rouge, LA on September 28, 2012, make arrangement for set-up and audio-visual requests, food and beverages, select a menu for lunch, and prepare purchase requests and invoices	Blanchard/Coleman/ Marino/Bates	9/1/12	9/28/12	9/26/12
	1.5.6.2	Identify presenters for Board of Regents/Noel Levitz Training Institute/Conference in Baton Rouge, LA on September 28, 2012, identify meeting materials, copy materials, prepare PowerPoint presentations, register participants, create participant list, and transport materials to meeting location	Reed/Blanchard/ Coleman/Bates	9/1/12	9/28/12	9/28/12
	1.5.6.3	Process payments for facility, printing, food and beverage, and audio/visual equipment for the Board of Regents/Noel Levitz Training Institute/Conference in Baton Rouge, LA on September 28, 2012	Blanchard/Marino	9/1/12	10/28/12	10/02/12
1.5.7		Conduct Compass teacher evaluator training for university faculty in the northern part of the state on October 1-2, 2012 at the University of Louisiana at Monroe, Monroe, Louisiana				
	1.5.7.1	Secure a facility to hold the Compass training for university faculty in Monroe, LA on October 1-2, 2012, make arrangements for set-up and audio-visual requests, identify and select a caterer, select a menu for the lunch, and prepare purchase requests and invoices	Marino/UL-M	8/1/12	10/2/12	9/30/12
	1.5.7.2	Identify presenters for Compass training in Monroe, LA on October 1-2, 2012, identify meeting materials, copy materials, prepare PowerPoint presentations, register participants, create participant list, and transport materials to meeting location	LDOE	8/1/12	10/2/12	9/30/12
	1.5.7.3	Conduct Compass training for university faculty in Monroe, LA on October 1-2, 2012	LDOE & UL-M	10/1/12	10/2/12	10/2/12
	1.5.7.4	Process payments for facility and caterer Compass training for university faculty in Monroe, LA on October 1-2, 2012	Marino	10/3/12	11/2/12	10/25/12
1.5.8		Conduct Compass teacher evaluator training for university faculty in the middle part of the state on October 8-9, 2012 at the University of Louisiana at Lafayette, Lafayette, Louisiana				
	1.5.8.1	Secure a facility to hold the Compass training for university faculty in Lafayette, LA on October 8-9, 2012, make arrangements for set-up and audio-visual requests, identify and select a caterer, select a menu for the lunch, and prepare purchase requests and invoices	Marino/UL-L	8/1/12	10/9/12	9/27/12

		1.5.8.2	Identify presenters for Compass training in Lafayette, LA on October 8-9, 2012, identify meeting materials, copy materials, prepare PowerPoint presentations, register participants, create participant list, and transport materials to meeting location	LDOE	8/1/12	10/9/12	10/9/12
		1.5.8.3	Conduct Compass training for university faculty in Lafayette, LA on October 8-9, 2012	LDOE & UL-L	10/8/12	10/9/12	10/9/12
		1.5.8.4	Process payments for facility and caterer Compass training for university faculty in Lafayette, LA on October 8-9, 2012	Marino	10/10/12	11/10/12	10/25/12
	1.5.9	Conduct CCSS training for university faculty in the southern part of the state on October 15-16, 2012 at the University of New Orleans, New Orleans, Louisiana					
		1.5.9.1	Secure a facility to hold the CCSS training for university faculty in New Orleans, LA on October 15-16, 2012, make arrangements for set-up and audio-visual requests, identify and select a caterer, select a menu for the lunch, and prepare purchase requests and invoices	Marino/UNO	8/1/12	10/16/12	9/18/12
		1.5.9.2	Identify presenters for CCSS training in New Orleans, LA on October 15-16, 2012, identify meeting materials, copy materials, prepare PowerPoint presentations, register participants, create participant list, and transport materials to meeting location	LDOE	8/1/12	10/16/12	10/15/12
		1.5.9.3	Conduct CCSS training for university faculty in New Orleans, LA on October 15-16, 2012	LDOE & UNO	10/15/12	10/16/12	10/16/12
		1.5.9.4	Process payments for facility and caterer CCSS training for university faculty in New Orleans, LA on October 15-16, 2012	Marino	10/17/12	11/17/12	11/1/12
	1.5.10	Conduct Compass teacher evaluator training for university faculty in the southern part of the state on October 18-19, 2012 at the University of New Orleans, New Orleans, Louisiana					
		1.5.10.1	Secure a facility to hold the Compass training for university faculty in New Orleans, LA on October 18-19, 2012, make arrangements for set-up and audio-visual requests, identify and select a caterer, select a menu for the lunch, and prepare purchase requests and invoices	Marino/UNO	8/1/12	10/19/12	9/18/12
		1.5.10.2	Identify presenters for Compass training in New Orleans, LA on October 18-19, 2012, identify meeting materials, copy materials, prepare PowerPoint presentations, register participants, create participant list, and transport materials to meeting location	LDOE	8/1/12	10/19/12	10/19/12
		1.5.10.3	Conduct Compass training for university faculty in New Orleans, LA on October 18-19, 2012	LDOE & UNO	10/18/12	10/19/12	10/19/12
		1.5.10.4	Process payments for facility and caterer Compass training for university faculty in New Orleans, LA on October 18-19, 2012	Marino	10/20/12	11/20/12	11/01/12
	1.5.11	Conduct CCSS training for university faculty in the northern part of the state on October 18-19, 2012 at Northwestern State University, Natchitoches, Louisiana					
		1.5.11.1	Secure a facility to hold the CCSS training for university faculty in Natchitoches, LA on October 18-19, 2012, make arrangements for set-up and audio-visual requests, identify and select a caterer, select a menu for the lunch, and prepare purchase requests and invoices	Marino/NSULA	8/1/12	10/19/12	10/11/12

		1.5.11.2	Identify presenters for CCSS training in Natchitoches, LA on October 18-19, 2012, identify meeting materials, copy materials, prepare PowerPoint presentations, register participants, create participant list, and transport materials to meeting location	LDOE	8/1/12	10/19/12	10/19/12
		1.5.11.3	Conduct CCSS training for university faculty in Natchitoches, LA on October 18-19, 2012	LDOE & NSULA	10/18/12	10/19/12	10/19/12
		1.5.11.4	Process payments for facility and caterer CCSS training for university faculty in Natchitoches, LA on October 15-16, 2012	Marino	10/17/12	11/17/12	11/1/12
	1.5.12	Conduct CCSS training for university faculty in the middle part of the state on October 31, & November 1, 2012 at the University of Louisiana at Lafayette, Louisiana					
		1.5.12.1	Secure a facility to hold the CCSS training for university faculty in Lafayette, LA on October 31 & November 1, 2012, make arrangements for set-up and audio-visual requests, identify and select a caterer, select a menu for the lunch, and prepare purchase requests and invoices	Marino/ UL-L	8/1/12	11/1/12	9/27/12
		1.5.12.2	Identify presenters for CCSS training in Lafayette, LA on October 31 & November 1, 2012, identify meeting materials, copy materials, prepare PowerPoint presentations, register participants, create participant list, and transport materials to meeting location	LDOE	8/1/12	11/1/12	11/1/12
		1.5.12.3	Conduct CCSS training for university faculty in Lafayette, LA on October 31 & November 1, 2012	LDOE & UL-L	10/31/12	11/1/12	10/31/12- 11/1/12
		1.5.12.4	Process payments for facility and caterer CCSS training for university faculty in Lafayette, LA on October 31 & November 1, 2012	Marino	11/2/12	12/2/12	11/13/12
	1.5.13	Conduct a Learning Community meeting for Compass educational leadership evaluator training for educational leadership faculty on November 8-9, 2012.					
		1.5.13.1	Secure a facility to hold the Learning Community meeting on November 8-9, 2012 to make arrangements overnight lodging, for set-up and audio-visual requests, catering, select a menu for breakfast, lunch, dinner, and morning and afternoon breaks, and prepare purchase requests and invoices.	Marino	9/18/12	10/18/12	10/9/12
		1.5.13.2	Identify presenters and training materials for Compass educational leadership evaluator training for educational leadership faculty on November 8-9, 2012.	LDOE	9/18/12	11/8/12	11/7/12
		1.5.13.3	Identify meeting materials, copy materials, prepare meeting packets, prepare PowerPoint presentations, register participants, create participant list for each day, prepare names tags and place cards, transport materials to meeting location, and attend training both days.	Marino/Burns	9/18/12	11/7/12	11/7/12
		1.5.13.4	Register participants; provide room assignments and room keys to participants requiring overnight lodging upon arrival.	Marino/Burns	11/8/12	11/9/12	11/9/12
		1.5.13.5	Conduct Compass training for educational leadership evaluator training for educational leadership faculty on November 8-9, 2012.	Burns/LDOE	11/8/12	11/9/12	11/9/12
		1.5.13.6	Process payments for facility, lodging, and meals for the Compass training for educational leadership evaluator training for educational	Marino	11/9/12	12/9/12	11/13/12

		leadership faculty on November 8-9, 2012.				
1.5.14		Conduct Leadership Summit for Chancellors/Presidents to address research related issues identified by Louisiana's PARCC Advisory Committee on College Readiness (ACCR) member (i.e., Dr. Joseph Savoie)	Burns/Marino	10/1/12	9/30/14	
1.5.15		Conduct Third Statewide PARCC Campus Leadership Team Meeting on April 23, 2013				
	1.5.15.1	Locate and make arrangements for PARCC Campus Leadership Team meeting speakers, identify meeting materials about CCSS/PARCC, and prepare PowerPoint presentations.	Burns	04/01/13	04/23/13	04/23/13
	1.5.15.2	Secure a facility to hold the PARCC Campus Leadership Team Meeting, provide facility with set-up and audio-visual requests, identify and select a caterer, select a menu for the lunch request purchase orders, create participant lists, create name tags, create name plates for universities, copy handouts, prepare folders, and transport materials to the meeting location.	Marino/Dyer	04/01/13	4/01/13	04/23/13
	1.5.15.3	Conduct statewide PARCC Campus Leadership Team Meeting for Campus PARCC Leadership Teams at 2-year and 4-year colleges	Burns/Baghian/ Marino/Avery	04/23/13	04/23/13	04/23/13
	1.5.15.4	Process payments for facility and caterer for the Statewide PARCC Campus Leadership Team Meeting	Marino	04/24/13	05/15/13	05/10/13
1.5.16		Conduct Geaux to College Outreach to high school students – State Science, Technology, Engineering, and Mathematics (LA STEM) Expo 2013 – November 2, 2013				
	1.5.16.1	Contact Speaker for the LA STEM Expo 2013	Marino	10/1/13	10/1/13	10/1/13
	1.5.16.2	Prepare contract between Speaker and the Louisiana Board of Regents	Marino	10/1/13	10/15/13	10/2/13
	1.5.16.3	Send contract to Speaker for signature	Marino	10/1/13	10/15/13	10/3/13
	1.5.16.4	Secure signature of the Commissioner for Higher Education	Marino	10/1/13	10/31/13	10/8/13
	1.5.16.5	Send fully executed contract to Speaker	Marino	10/1/13	10/31/13	10/9/13
	1.5.16.6	Submit invoice for payment to the Speaker at the LA STEM Expo 2013	Marino	10/1/13	11/15/13	11/4/13
1.5.17		Conduct a Teacher Preparation Transformation 2.0, Professional Learning Institute and a meeting of the Louisiana Association of Colleges for Teacher Education (LACTE) with the College of Education deans on February 20-21, 2014.	Burns/Marino	2/20/14	2/21/14	2/21/14
	1.5.17.1	Locate and make arrangements for speakers, identify materials, and prepare PowerPoint presentations for the Teacher Preparation Transformation 2.0, Professional Learning Institute and a meeting of the Louisiana Association of Colleges for Teacher Education (LACTE) with the College of Education dean on February 20-21, 2014.	Burns	1/2/14	2/14/14	2/13/14
	1.5.17.2	Prepare and provide speakers with travel information for the Teacher Preparation Transformation 2.0, Professional Learning Institute and a meeting of the Louisiana Association of Colleges for Teacher Education (LACTE) with the College of Education deans.	Marino	1/21/14	2/14/14	2/7/14
	1.5.17.3	Secure a facility to hold the Teacher Preparation Transformation 2.0, Professional Learning Institute and the Louisiana Association of Colleges for Teacher Education (LACTE) on February 20-21, 2014,	Marino	1/15/14	2/3/14	2/3/14

			provide facility with set-up and audio-visual requests, select a menu for food and beverages, and request a bid from the facility.				
		1.5.17.4	Submit requests to the Associate Commissioner of Finance and Administration for approval to pay travel for speakers, participants, facility, printing, and meals for the Teacher Preparation Transformation 2.0 Professional Learning Institute on February 20-21, 2014.	Marino	1/15/14	2/3/14	1/29/14
		1.5.17.5	Request a purchase order for the facility, food, beverages, audio-visual needs for the Teacher Preparation Transformation 2.0, Professional Learning Institute and a meeting of the Louisiana Association of Colleges for Teacher Education (LACTE) with the College of Education deans on February 20-21, 2014.	Marino	1/15/14	2/3/14	2/3/14
		1.5.17.6	Create participant list, create name tags, create name plates, contact printer and have meeting handouts copied, prepare folders, and transport materials to the meeting location for the Teacher Preparation Transformation 2.0, Professional Learning Institute and a meeting of the Louisiana Association of Colleges for Teacher Education (LACTE) with the College of Education deans on February 20-21, 2014.	Marino	1/15/14	2/15/14	2/13/14
		1.5.17.7	Process payments for facility and caterer for the Teacher Preparation Transformation 2.0, Professional Learning Institute and LACTE meeting on February 20-21, 2014	Marino	2/22/14	3/15/14	2/26/14
		1.5.17.8	Process reimbursements for travel for participants for the Teacher Preparation Transformation 2.0, Professional Learning Institute and LACTE meeting on February 20-21, 2014.	Marino	2/22/14	3/15/14	3/11/14
	1.5.18	Conduct the Fourth Statewide PARCC Campus Leadership Team Meeting for PARCC Campus Leadership Teams at 2- and 4-year institutions on March 14, 2014.					
		1.5.18.1	Locate and make arrangements for PARCC Campus Leadership Team meeting speakers, identify meeting materials about CCSS/PARCC, and prepare PowerPoint presentations.	Burns	1/15/14	1/15/14	3/6/14
		1.5.18.2	Secure a facility to hold the PARCC Campus Leadership Team Meeting, provide facility with set-up and audio-visual requests, identify and select a caterer, select a menu for the lunch request purchase orders, create participant lists, create name tags, create name plates for universities, send handouts to printer, prepare folders, and transport materials to the meeting location.	Marino/Dyer	1/15/14	3/10/14	3/6/14
		1.5.18.3	Conduct statewide PARCC Campus Leadership Team Meeting for Campus PARCC Leadership Teams at 2-year and 4-year colleges	Burns/Baghian/ Marino/Avery	3/14/14	3/14/14	3/14/14
		1.5.18.4	Process payments for facility and caterer for the Statewide PARCC Campus Leadership Team Meeting	Marino	3/31/14	3/31/14	3/27/14
		1.5.18.5	Process reimbursements for travel for participants for Fourth Statewide PARCC Campus Leadership Team Meeting for PARCC Campus Leadership Teams at 2- and 4-year institutions on March 14, 2014	Marino/Petit	3/15/14	4/30/14	4/7/14
1.6	Attend Out-of-State CCSS/PARCC Meetings						
	1.6.1	Attend PARCC meeting on January 18-19, 2012 in Washington, DC		Neubrandner/	1/17/12	1/18/12	1/18/12

			Gallagher			
1.6.2	Attend Architecture for Implementing the Common Core Standards: Strategies, Partnerships, and Progress meeting February 27-29, 2012 and Core to College Dinner on February 27, 2012 in Louisville, Kentucky	Burns	2/27/12	2/29/12	2/29/12	
1.6.3	Attend PARCC meeting for State Implementation Teams on March 6-7, 2012 in Washington, DC	Burns	3/6/12	3/7/12	3/7/12	
1.6.4	Attend PARCC Post-secondary Multi-State meeting on April 25-26, 2012 in Nashville, Tennessee	Burns, Neubrandner/ /Gallagher	4/25/12	4/26/12	4/26/12	
1.6.5	Attend SREB Leadership Forum on May 3-4, 2012 in Atlanta, Georgia	Burns,	5/2/12	5/4/12	5/4/12	
1.6.6	Attend SREB Benchmarking State Implementation of the Common Core State Standards Advisory Panel Meeting on May 16-17, 2012 in Atlanta, Georgia	Burns	5/16/12	5/17/12	5/17/12	
1.6.7	Attend PARCC Advisory Committee on College Readiness meeting on June 19, 2012 in Atlanta, Georgia	Burns	6/19/12	6/19/12	6/19/12	
1.6.8	Attend PARCC Governing Board meeting on June 20, 2012 in Atlanta, Georgia	Burns	6/20/12	6/20/12	6/20/12	
1.6.9	Attend PARCC Governing Board meeting on September 12, 2012 in Alexandria, Virginia	Burns	9/12/12	9/12/12	9/12/12	
1.6.10	Attend America Diploma Project meeting on September 13-14, 2012 in Alexandria, Virginia	Burns	9/13/12 & 9/14/12	9/13/12 & 9/14/12	9/14/12	
1.6.11	Participate in PARCC Webinar for all Governing Board, K-12 Leadership Team, Governing State members of the ACCR, and Governing State Members of the Higher Education Leadership Team on October 19, 2012 by webinar	Burns	10/19/12	10/19/12	10/19/12	
1.6.12	Participate in PARCC Governing Board meeting on October 25, 2012 conducted by webinar.	Burns & Savoie	10/25/12	10/25/12	10/25/12	
1.6.13	Participate in PARCC Higher Education Lead meeting	Avery	12/11/12	12/12/12	12/12/12	
1.6.14	Participate in PARCC ACCR meeting in person or via conference call	Savoie, Avery, & Burns	12/11/12	12/12/12	12/12/12	
1.6.15	Participate in PARCC Governing Board meeting in person or via conference call	Savoie, Avery, & Burns	12/12/12	12/13/12	12/13/12	
1.6.16	Attend Core to College Alignment Directors convening on May 6-8, 2013 in Broomfield, CO	Avery/Burns	5/6/13	5/8/13	5/8/13	
1.6.17	Attend PARCC ACCR and Governing Board meetings on June 24-26, 2013 in Arlington, Virginia	Burns	6/25/13	6/26/13	6/26/13	
1.6.18	Attend PARCC State Postsecondary Convening 2013, New Orleans, LA July 22-23, 2013	Burns	6/27/13	8/30/13	9/30/13	
1.6.19	Attend Core to College Alignment Director convening on October 23-25, 2013 in Indianapolis, IN	Burns	10/23/13	10/25/13	10/25/13	
1.6.20	Attend Core to College Alignment Director convening on April 16-18, 2014 in San Francisco, CA	Burns/Carlson	4/16/14	4/18/14	4/18/14	
1.6.21	Participate in the PARCC Advisory Committee on College Readiness (ACCR) Meeting and the Governing Board meeting on June 4-5, 2014 at the Marriott Metro Center in Washington DC.	Burns	6/4/14	6/5/14	6/5/14	
1.6.22	Participate in the 2014 PARCC Postsecondary Convening in New Orleans, LA on June 16-17, 2014.	Burns	6/16/14	6/17/14	6/17/14	

	1.6.23	Participate in the 2014 PARCC ACCR & HELT Meetings in Arlington, VA on September 11-12, 2014	Carlson	9/11/14	9/12/14	9/12/14
1.7	Attend In-State CCSS/PARCC Planning Meetings					
	1.7.1	Attend meeting of PARCC Implementation Team	Burns	10/27/11	10/27/11	10/27/11
	1.7.2	Attend meeting to plan second meeting of the Mathematics Faculty from all two and four-year colleges	Burns/ Neubrandner/ Rouse	4/3/12	4/3/12	4/3/12
	1.7.3	Attend meeting of PARCC K-12 Lead and PARCC Higher Education Lead to coordinate PARCC activities	Burns & Norton	5/1/12	5/1/12	5/1/12
	1.7.4	Attend meeting with new PARCC K-12 Lead to develop plans to collect preliminary and additional feedback from K-12 and higher education regarding the new PARCC policy for performance levels	Burns & Chou	7/16/12	7/16/12	7/16/12
	1.7.5	Attend meeting with new PARCC K-12 Lead to provide background information about higher education's involvement in PARCC activities in Louisiana	Burns & Chou	7/23/12	7/23/12	7/23/12
	1.7.6	Attend meeting with Louisiana's PARCC ACCR representative regarding future plans to involve chancellors in decisions pertaining to PARCC	Burns & Savoie	8/7/12	8/7/12	8/7/12
	1.7.7	Attend meeting with PARCC K-12 Lead and two LDOE representatives to review feedback from K-12 and higher education regarding the draft PARCC policy for the performance levels	Burns, Chou, Beben, & Baghian	8/13/12	8/13/12	8/13/12
	1.7.8	Attend Second Meeting of BoR Mathematics Faculty conducted by Louisiana State University	Burns	8/9/12	8/10/12	8/10/12
	1.7.9	Attend meeting with two LDOE representatives to look at the alignment of different state committees to the PARCC initiatives.	Burns, Kockler, & Baghian	10/24/12	10/24/12	10/24/12
	1.7.10	Attend meeting with PARCC K-12 Lead	Burns & Chou	10/29/12	10/29/12	10/29/12
	1.7.11	Higher Education PARCC Meeting Prep	Burns & Baghian	07/15/13	07/15/13	07/15/13
	1.7.12	PARCC Working Group	Burns & LDE	07/30/13	07/30/13	07/30/13
	1.7.13	PARCC Working Group	Burns & LDE	08/07/13	08/07/13	8/7/13
	1.7.14	PARCC Working Group	Burns & LDE	08/30/13	08/30/13	08/30/13
	1.7.15	PARCC Working Group	Burns & LDE	09/30/13	09/30/13	9/30/13
	1.7.16	PARCC Working Group	Burns & LDE	10/31/13	10/31/13	10/31/13
	1.7.17	PARCC Working Group	Burns & LDE	11/22/13	11/22/13	11/22/13
	1.7.18	PARCC Working Group	Burns & LDE	12/06/13	12/06/13	12/06/13
	1.7.19	PARCC Working Group	Burns & LDE	01/03/14	01/03/14	01/03/14
1.8	Present Information about PARCC/CCSS					
	1.8.1	Make formal presentation during PARCC/CCSS webinar for PARCC Campus Leadership Teams	Burns/Norton	7/25/11	7/25/11	7/19/11
	1.8.2	Make formal presentation at PARCC/CCSS leadership forum for chancellors and university leadership teams	Purcell/Tyler/Burns/ Norton	8/30/11	8/30/11	8/30/11
	1.8.3	Make formal presentation at statewide four-year PARCC/CCSS meeting for PARCC Campus Leadership Teams	Burns/Norton	9/30/11	9/30/11	9/30/11
	1.8.4	Make formal presentation to Board of Regents and Board of Elementary and Secondary Education at joint board meeting	Burns & Norton	12/8/11	12/8/11	12/8/11

	1.8.5	Make formal presentation to chief academic officers from 2-year institutions about PARCC/CCSS and grant funds	Burns	2/08/12	2/08/12	2/08/12
	1.8.6	Make formal presentation to undergraduate and graduate students at Louisiana State University	Burns, Norton, & Beben	2/16/12	2/16/12	2/16/12
	1.8.7	Make formal presentation at the Louisiana School Board Association Conference	Burns & Beben	3/2/12	3/2/12	3/2/12
	1.8.8	Make formal presentation at the two-year PARCC/CCSS meeting for PARCC Campus Leadership Teams	Burns & Norton	3/23/12	3/23/12	3/23/12
	1.8.9	Make formal presentation at the Louisiana Superintendents Conferences	Burns	6/11/12	6/11/12	6/11/12
	1.8.10	Make formal presentation at the statewide meeting on June 12, 2012 for PARCC Campus Leadership Teams	Burns/Norton	6/12/12	6/12/12	6/12/12
	1.8.11	Make formal presentation at the Second Meeting of BoR Mathematics Faculty regarding PARCC and the policy for performance levels	Burns	8/9/12	8/10/12	8/10/12
	1.8.12	Participate on a panel at a Role-Alike Session at the American Diploma Project meeting in Alexandria, Virginia on September 13, 2012	Burns	9/13/12	9/13/12	9/13/12
	1.8.13	Make formal presentation to the Louisiana Association for Developmental Education	Burns	10/20/12	10/20/12	10/25/12
	1.8.14	Make formal presentation to the University Methodist Church Community Concerns Class	Burns	12/2/12	12/2/12	12/2/12
	1.8.15	Make formal presentation at the SUNO/Schools Common Core/PARCC Conference at Southern University of New Orleans on July 25, 2014	Burns	7/25/14	7/25/14	7/25/14
1.9	Participate in PARCC Conference Calls					
	1.9.1	Participate in first December PARCC Higher Education Lead Conference Call	Burns	12/06/11	12/06/11	12/06/11
	1.9.2	Participate in second December PARCC Higher Education Conference Call	Burns	12/20/11	12/20/11	12/20/11
	1.9.3	Participate in conference call with Allison Jones and PARCC Advisory Committee on College Readiness Chairs to discuss Governing Board meeting	Burns/Savoie	12/12/11	12/12/11	12/12/11
	1.9.4	Participate in February PARCC Higher Education Lead Conference Call	Burns	2/14/12	2/14/12	2/14/12
	1.9.5	Participate in March PARCC Higher Education Lead Conference Call	Burns	3/13/12	3/13/12	3/13/12
	1.9.6	Participate in first May PARCC Higher Education Lead Conference Call	Burns	5/8/12	5/8/12	5/8/12
	1.9.7	Participate in second May PARCC Higher Education Lead Conference Call	Burns	5/22/12	5/22/12	5/22/12
	1.9.8	Participate in June PARCC Higher Education Lead Conference Call	Burns	6/5/12	6/5/12	6/5/12
	1.9.9	Participate in PARCC/ACCR Steering Committee Conference Call	Burns	6/28/12	6/28/12	6/28/12
	1.9.10	Participate in first July PARCC Higher Education Lead Conference Call	Burns	7/3/12	7/3/12	7/3/12
	1.9.11	Participate in second July PARCC Higher Education Lead Conference Call	Burns	7/17/12	7/17/12	7/17/12
	1.9.12	Participate in ACCR Higher Education Conference Call.	Burns	9/6/12	9/6/12	9/6/12
	1.9.13	Participate in November PARCC Higher Education Lead Conference Call	Burns	11/20/12	11/20/12	11/20/12
	1.9.14	Participate in November PARCC Higher Education Lead and K-12 Leadership Team Conference Call on Math Assessment	Burns	11/27/12	11/27/12	11/27/12
	1.9.15	Participate in December Joint Session of PARCC ACCR & Governing Board Conference Call	Burns	12/11/12	12/11/12	12/11/12
	1.9.16	Participate in January Higher Education Leadership Team Conference Call	Burns	1/5/13	1/5/13	1/5/13
	1.9.17	Participate in February PARCC Higher Educational Leadership Team Conference Call	Burns	2/12/13	2/12/13	2/12/13
	1.9.18	Participate in March Higher Education Leadership Team Conference Call	Burns	3/5/13	3/5/13	3/5/13

	1.9.19	Participate in April Higher Education Leadership Team Conference Call	Burns	4/9/13	4/9/13	4/9/13
	1.9.20	Participate in May Higher Education Leadership Team Conference Call	Burns	5/9/13	5/9/13	5/9/13
	1.9.21	Participate in June Higher Education Leadership Team Conference Call	Burns	6/18/13	6/18/13	6/18/13
	1.9.22	Participate in July Higher Education Leadership Team Conference Call	Burns	07/02/13	07/02/13	07/02/13
	1.9.23	Participate in Second Meeting of the HELT Advisory Committee	Burns	07/02/13	07/02/13	07/02/13
	1.9.24	Participate in HE Leadership Team Conference Call	Burns	07/30/13	07/30/13	07/30/13
	1.9.25	Participate in HE Leadership Team Conference Call	Burns	8/13/13	8/13/13	8/13/13
	1.9.26	Participate in HE Leadership Team Conference Call	Burns	08/27/13	08/27/13	08/27/13
	1.9.27	Participate in HE Leadership Team Conference Call	Burns	09/10/13	09/10/13	9/10/13
	1.9.28	Participate in HE Leadership Team Conference Call	Burns	09/24/13	09/24/13	09/24/13
	1.9.29	Participate in PARCC Governing Board Meeting Webinar	Burns	10/16/13	10/16/13	10/16/13
	1.9.30	Participate in HE Leadership Team Conference Call	Burns	11/12/13	11/12/13	11/12/13
	1.9.31	Participate in ACCR Steering Committee Conference Call	Burns	11/15/13	11/15/13	11/15/13
	1.9.32	Participate in HE Leadership Team Conference Call	Burns	11/19/13	11/19/13	11/19/13
	1.9.33	Participate in HE Leadership Team Special Conference Call on Sustainability	Burns	11/25/13	11/25/13	11/25/13
	1.9.34	Participate in HE Leadership Team Conference Call	Burns	1/28/14	1/28/14	1/28/14
	1.9.35	Participate in HE Leadership Team Conference Call	Burns	2/11/14	2/11/14	2/11/14
	1.9.36	Participate in Setting Up PARCC Funds for Louisiana Conference Call	Burns/Marino/BoR Fiscal Officer/DOA personnel	2/18/14	2/18/14	2/18/14
	1.9.37	Participate in HE Leadership Team Conference Call	Burns	2/25/14	2/25/14	2/25/14
	1.9.38	Participate in HE Leadership Team Conference Call	Burns	3/11/14	3/11/14	3/11/14
	1.9.39	Participate in PARCC Conference with Nancy Shapiro and Sue Laine	Burns	3/17/14	3/17/14	3/17/14
	1.9.40	Participate in PARCC Conference Call regarding Governing Board Meeting	Burns	3/18/14	3/18/14	3/18/14
	1.9.41	Participate in PARCC Webinar for PARCC Advisory Committee on College Readiness	Burns	3/24/14	3/24/14	3/24/14
	1.9.42	Participate in PARCC HE Leadership Team Conference Call	Burns	4/8/14	4/8/14	4/8/14
	1.9.43	Participate in PARCC HE Leadership Team Conference Call	Burns	4/22/14	4/22/14	4/22/14
	1.9.44	Participate in PARCC HE Leadership Team Conference Call	Burns	5/6/14	5/6/14	5/6/14
	1.9.45	Participate in PARCC HE Leadership Team Conference Call	Burns	5/20/14	5/20/14	5/20/14
	1.9.46	Participate in PARCC HE Leadership Team Conference Call	Burns	6/3/14	6/3/14	6/3/14
	1.9.47	Participate in PARCC HELT Call in Preparation for Standard Setting Meeting	Burns	6/30/14	6/30/14	6/30/14
	1.9.48	Participate in PARCC HE Leadership Bi-Weekly Conference Call	Burns	7/01/14	7/01/14	7/01/14
	1.9.49	Participate in PARCC HE Leadership Bi Weekly Conference Call	Burns	7/29/14	7/29/14	7/29/14
	1.9.50	Participate in PARCC HE Leadership Bi-Weekly Conference Call	Burns	8/12/14	8/12/14	8/12/14
	1.9.51	Participate in PARCC HE Leadership Bi-Weekly Conference Call	Burns	9/23/14	9/23/14	9/23/14
1.10	Participate in PARCC Performance Level Working Group Conference Calls					
	1.10.1	Participate in PARCC Performance Level Working Group Conference Call	Burns	4/20/12	4/20/12	4/20/12
	1.10.2	Participate in PARCC Performance Level Working Group Conference Call	Burns	5/11/12	5/11/12	5/11/12
	1.10.3	Participate in PARCC Performance Level Working Group Conference Call	Burns	5/23/12	5/23/12	5/23/12
	1.10.4	Participate in PARCC Performance Level Working Group Conference Call	Burns	6/15/12	6/15/12	6/15/12

	1.10.5	Participate in PARCC conference call to prepare for the PARCC webinar on July 19, 2012 to discuss the recommendations of the PARCC Performance Level Working Group	Burns	7/18/12	7/18/12	7/18/12
	1.10.6	Participate in PARCC Performance Level Working Group Conference Call	Burns	8/31/12	8/31/12	8/31/12
	1.10.7	Participate in PARCC Performance Level Working Group Conference Call	Burns	10/5/12	10/5/12	10/5/12
1.11	Participate in PARCC HELT-Research Working Group Conference Calls					
	1.11.1	Participate in PARCC HELT-Research Working Group Conference Call	Burns	2/2/12	2/2/12	2/2/12
1.12	Participate in Core to College Conference Calls					
	1.12.1	Participate in conference call with Core to College Staff about CCSS/PARCC activities	Burns	2/14/12	2/14/12	2/14/12
	1.12.2	Participate in conference call with Core to College Staff about CCSS/PARCC activities	Burns	3/27/14	3/27/14	3/27/12
	1.12.3	Participate in monthly Core to College Alignment Directors Conference Call	Burns	5/2/12	5/2/12	5/2/12
	1.12.4	Participate in conference call with Heather Graham to provide updates on Core to College grant activities	Burns	6/15/12	6/15/12	6/15/12
	1.12.5	Participate in planning conference call for presentation during June 22, 2012 Alignment Directors Conference Call	Burns	6/18/12	6/18/12	6/18/12
	1.12.6	Participate in monthly Alignment Directors Conference Call and presented information about CCSS/PARCC activities being implemented in Louisiana	Burns	6/22/12	6/22/12	6/22/12
	1.12.7	Participate in monthly Alignment Directors Conference Call to discuss logistics and preparation for Core to College convening	Burns	7/25/12	7/25/12	7/25/12
	1.12.8	Participated in a conference call with Neal Finkelstein and Becca Klarin from Wested to provide information about Core to College activities	Burns	8/20/12	8/20/12	8/20/12
	1.12.9	Participate in conference call with Heather Graham to provide updates on Core to College grant activities	Burns	9/5/12	9/5/12	9/5/12
	1.12.10	Participate in conference call with Neal Finkelstein and Becca Klarin from Wested to provide information about Core to College activities	Burns	10/1/12	10/1/12	10/1/12
	1.12.11	Participate in conference call with Heather Graham on October 15, 2012 to provide updates on Core to College grant activities	Burns	10/15/12	10/15/12	10/15/12
	1.12.12	Participate in Core to College Alignment Director monthly conference call with Paolo DeMaria	Burns	10/31/12	10/31/12	10/31/12
	1.12.13	Participate in Core to College Alignment Director monthly conference call with Paolo DeMaria	Burns	11/16/12	11/16/12	11/16/12
	1.12.14	Participate in Core to College Alignment Director monthly conference call with Paolo DeMaria	Burns	12/13/12	12/13/12	12/13/12
	1.12.15	Participate in Core to College Alignment Director monthly conference call with Paolo DeMaria	Burns	1/17/13	1/17/13	1/17/13
	1.12.16	Participate in Core to College Alignment Director monthly conference call with Paolo DeMaria	Burns	2/21/13	2/21/13	2/21/13
	1.12.17	Participate in Core to College Alignment Director monthly conference call with Paolo DeMaria	Burns	3/14/13	3/14/13	3/14/13
	1.12.18	Participate in Core to College Alignment Director monthly conference call with Paolo DeMaria	Burns	4/11/13	4/11/13	4/11/13

1.12.19	Participate in Core to College Alignment Director monthly conference call with Paolo DeMaria	Burns	05/16/13	5/16/13	5/16/13
1.12.20	Participate in Core to College Alignment Director monthly conference call with Paolo DeMaria	Burns	06/13/13	06/13/13	06/13/13
1.12.21	Participate in conference call with Heather Graham on August 2, 2013 to provide updates on Core to College grant activities	Burns	8/2/13	8/2/13	8/2/13
1.12.22	Participate in Core to College Alignment Director monthly conference call with Paolo DeMaria	Burns	08/15/13	08/15/13	08/15/13
1.12.23	Participate in conference call with Heather Graham on August 30, 2013 to provide updates on Core to College grant activities	Burns	8/30/13	8/30/13	8/30/13
1.12.24	Participate in Core to College Alignment Director monthly conference call with Paolo DeMaria	Burns	09/16/13	09/16/13	9/19/13
1.12.25	Participate in Core to College Alignment Director monthly conference call with Paolo DeMaria	Burns	10/17/13	10/17/13	10/17/13
1.12.26	Participate in Core to College Alignment Director monthly conference call with Paolo DeMaria	Burns	11/21/13	11/21/13	11/21/13
1.12.27	Participate in conference call with Heather Graham to provide updates on Core to College grant activities	Burns	12/02/13	12/02/13	12/02/13
1.12.28	Participate in conference call with Heather Graham to provide updates on Core to College grant activities.	Burns	3/3/14	3/3/14	3/3/14
1.12.29	Participate in Higher Ed Engagement and CCSS Conference Call	Burns	3/19/14	3/19/14	3/19/14
1.12.30	Participate in Core to College Alignment Director monthly conference call	Burns	3/19/14	3/19/14	3/19/14
1.12.31	Participate in Core to College Alignment Director monthly conference call	Burns	4/9/14	4/9/14	4/9/14
1.12.32	Participate in conference call with Heather Graham to provide update on Core to College Grant activities.	Burns	4/22/14	4/22/14	4/22/14
1.12.33	Participate in conference call for Core to College communications panel	Burns	4/10/14	4/10/14	4/10/14
1.12.34	Participate in Core to College Alignment Director monthly conference call with Paolo DeMaria	Burns	5/14/14	5/14/14	5/14/14
1.12.35	Participate in conference call with Heather Graham to provide updates on Core to College grant activities.	Burns	5/20/14	5/20/14	5/20/14
1.12.36	Participate in Core to College Social Networks Discussion conference call	Burns	5/27/14	5/27/14	5/27/14
1.12.37	Participate in an SREB Common Core conference call: Higher Ed Policy Interview – Louisiana	Burns	5/29/14	5/29/14	5/29/14
1.12.38	Participate in Core to College Alignment Director monthly conference call with Paolo DeMaria	Burns	6/11/14	6/11/14	6/11/14
1.12.39	Participate in conference call with Heather Graham to provide updates on Core to College Grant activities.	Burns	7/7/14	7/7/14	7/7/14
1.12.40	Participate in Core to College Alignment Director monthly conference call with Paolo DeMaria	Burns	7/16/14	7/16/14	7/16/14
1.12.41	Participate in conference call with Heather Graham to provide updates on Core to College Grant activities.	Burns	7/22/14	7/22/14	7/22/14
1.12.42	Participate in Core to College Alignment Director monthly conference call with Paolo DeMaria	Burns	8/20/14	8/20/14	8/20/14

	1.12.43	Participate in conference call with Heather Graham to provide updates on Core to College Grant activities.	Burns	8/26/14	8/26/14	8/26/14
	1.12.44	Participate in Core to College Alignment Director monthly conference call with Paolo DeMaria	Burns	9/18/14	9/18/14	9/18/14
	1.12.45	Participate in conference call with Heather Graham to provide updates on Core to College Grant activities.	Burns	9/23/14	9/23/14	9/23/14
1.13	Respond to PARCC/CCSS/COMPASS E-mails					
	1.13.1	Respond to e-mails pertaining to PARCC/CCSS/COMPASS – Linda Marino				
	1.13.1.1	Respond to PARCC/CCSS/COMPASS e-mails during February 2012	Marino	2/1/12	2/29/12	2/29/12
	1.13.1.2	Respond to PARCC/CCSS/COMPASS e-mails during March 2012	Marino	3/1/12	3/30/12	3/30/12
	1.13.1.3	Respond to PARCC/CCSS/COMPASS e-mails during April 2012	Marino	4/1/12	4/30/12	4/30/12
	1.13.1.4	Respond to PARCC/CCSS/COMPASS e-mails during May 2012	Marino	5/1/12	5/31/12	5/31/12
	1.13.1.5	Respond to PARCC/CCSS/COMPASS e-mails during June 2012	Marino	6/1/12	6/30/12	6/30/12
	1.13.1.6	Respond to PARCC/CCSS/COMPASS e-mails during July 2012	Marino	7/1/12	7/31/12	7/31/12
	1.13.1.7	Respond to PARCC/CCSS/COMPASS e-mails during August 2012	Marino	8/1/12	8/30/12	8/30/12
	1.13.1.8	Respond to PARCC/CCSS/COMPASS e-mails during September 2012	Marino	9/1/12	9/30/12	9/30/12
	1.13.1.9	Respond to PARCC/CCSS/COMPASS e-mails during October 2012	Marino	10/1/12	10/31/12	10/31/12
	1.13.1.10	Respond to PARCC/CCSS/COMPASS e-mails during November 2012	Marino	11/1/12	11/30/12	11/30/12
	1.13.1.11	Respond to PARCC/CCSS/COMPASS e-mails during December 2012	Marino	12/1/12	12/31/12	12/31/12
	1.13.1.12	Respond to PARCC/CCSS/COMPASS e-mails during January 2013	Marino	1/1/13	1/31/13	1/31/13
	1.13.1.13	Respond to PARCC/CCSS/COMPASS e-mails during February 2013	Marino	2/1/13	2/28/13	2/28/13
	1.13.1.14	Respond to PARCC/CCSS/COMPASS e-mails during March 2013	Marino	3/1/13	3/31/13	03/31/13
	1.13.1.15	Respond to PARCC/CCSS/COMPASS e-mails during April 2013	Marino	4/1/13	4/30/13	04/30/13
	1.13.1.16	Respond to PARCC/CCSS/COMPASS e-mails during May 2013	Marino	5/1/13	5/31/13	5/31/13
	1.13.1.17	Respond to PARCC/CCSS/COMPASS e-mails during June 2013	Marino	6/1/13	6/30/13	6/30/13
	1.13.1.18	Respond to PARCC/CCSS/COMPASS e-mails during July 2013	Marino	7/1/13	7/31/13	7/31/13
	1.13.1.19	Respond to PARCC/CCSS/COMPASS e-mails during August 2013	Marino	8/1/13	8/31/13	8/31/13
	1.13.1.20	Respond to PARCC/CCSS/COMPASS e-mails during September 2013	Marino	9/1/13	9/30/13	9/30/13
	1.13.1.21	Respond to PARCC/CCSS/COMPASS e-mails during October 2013	Marino	10/1/13	10/31/13	10/31/13
	1.13.1.22	Respond to PARCC/CCSS/COMPASS e-mails during November 2013	Marino	11/1/13	11/30/13	11/30/13
	1.13.1.23	Respond to PARCC/CCSS/COMPASS e-mails during December 2013	Marino	12/1/13	12/31/13	12/31/13
	1.13.1.24	Respond to PARCC/CCSS/COMPASS e-mails during January 2014	Marino	1/1/14	1/31/14	1/31/14
	1.13.1.25	Respond to PARCC/CCSS/COMPASS e-mails during February 2014	Marino	2/1/14	2/28/14	2/28/14
	1.13.1.26	Respond to PARCC/CCSS/COMPASS e-mails during March 2014	Marino	3/1/14	3/31/14	3/31/14
	1.13.1.27	Respond to PARCC/CCSS/COMPASS e-mails during April 2014	Marino	4/1/14	4/30/14	4/30/14
	1.13.1.28	Respond to PARCC/CCSS/COMPASS e-mails during May 2014	Marino	5/1/14	5/31/14	5/31/14
	1.13.1.29	Respond to PARCC/CCSS/COMPASS e-mails during June 2014	Marino	6/1/14	6/30/14	6/30/14
	1.13.1.30	Respond to PARCC/CCSS/COMPASS emails during July 2014	Marino	7/1/14	7/31/14	7/31/14
	1.13.1.31	Respond to PARCC/CCSS/COMPASS emails during August 2014	Marino	08/1/14	08/31/14	8/31/14
	1.13.1.32	Respond to PARCC/CCSS/COMPASS emails during September 2014	Marino	09/01/14	09/30/14	9/30/14
	1.13.2	Respond to e-mails pertaining to PARCC/CCSS/COMPASS – Jeanne Burns				

		1.13.2.1	Respond to PARCC/CCSS/COMPASS e-mails during February 2012	Burns	2/1/12	2/29/12	2/29/12
		1.13.2.2	Respond to PARCC/CCSS/COMPASS e-mails during March 2012	Burns	3/1/12	3/30/12	3/30/12
		1.13.2.3	Respond to PARCC/CCSS/COMPASS e-mails during April 2012	Burns	4/1/12	4/30/12	4/30/12
		1.13.2.4	Respond to PARCC/CCSS/COMPASS e-mails during May 2012	Burns	5/1/12	5/31/12	5/31/12
		1.13.2.5	Respond to PARCC/CCSS/COMPASS e-mails during June 2012	Burns	6/1/12	6/30/12	6/30/12
		1.13.2.6	Respond to PARCC/CCSS/COMPASS e-mails during July 2012	Burns	7/1/12	7/31/12	7/31/12
		1.13.2.7	Respond to PARCC/CCSS/COMPASS e-mails during August 2012	Burns	8/1/12	8/30/12	8/30/12
		1.13.2.8	Respond to PARCC/CCSS/COMPASS e-mails during September 2012	Burns	9/1/12	9/30/12	9/30/12
		1.13.2.9	Respond to PARCC/CCSS/COMPASS e-mails during October 2012	Burns	10/1/12	10/30/12	10/31/12
		1.13.2.10	Respond to PARCC/CCSS/COMPASS e-mails during November 2012	Burns	11/1/12	11/30/12	11/30/12
		1.13.2.11	Respond to PARCC/CCSS/COMPASS e-mails during December 2012	Burns	12/1/12	12/31/12	12/31/12
		1.13.2.12	Respond to PARCC/CCSS/COMPASS e-mails during January 2013	Burns	1/1/13	1/31/13	1/31/13
		1.13.2.13	Respond to PARCC/CCSS/COMPASS e-mails during February 2013	Burns	2/1/13	2/28/13	2/28/13
		1.13.2.14	Respond to PARCC/CCSS/COMPASS e-mails during March 2013	Burns	3/1/13	3/31/13	03/31/13
		1.13.2.15	Respond to PARCC/CCSS/COMPASS e-mails during April 2013	Burns	4/1/13	4/30/13	04/30/13
		1.13.2.16	Respond to PARCC/CCSS/COMPASS e-mails during May 2013	Burns	5/1/13	5/31/13	5/31/13
		1.13.2.17	Respond to PARCC/CCSS/COMPASS e-mails during June 2013	Burns	6/1/13	6/30/13	6/30/13
		1.13.2.18	Respond to PARCC/CCSS/COMPASS e-mails during July 2013	Burns	7/1/13	7/31/13	7/31/13
		1.13.2.19	Respond to PARCC/CCSS/COMPASS e-mails during August 2013	Burns	8/1/13	8/31/13	8/31/13
		1.13.2.20	Respond to PARCC/CCSS/COMPASS e-mails during September 2013	Burns	9/1/13	9/30/13	9/30/13
		1.13.2.21	Respond to PARCC/CCSS/COMPASS e-mails during October 2013	Burns	10/1/13	10/31/13	10/31/13
		1.13.2.22	Respond to PARCC/CCSS/COMPASS e-mails during November 2013	Burns	11/1/13	11/30/13	11/30/13
		1.13.2.23	Respond to PARCC/CCSS/COMPASS e-mails during December 2013	Burns	12/1/13	12/31/13	12/31/13
		1.13.2.24	Respond to PARCC/CCSS/COMPASS e-mails during January 2014	Burns	1/1/14	1/31/14	1/31/14
		1.13.2.25	Respond to PARCC/CCSS/COMPASS e-mails during February 2014	Burns	2/1/14	2/28/14	2/28/14
		1.13.2.26	Respond to PARCC/CCSS/COMPASS e-mails during March 2014	Burns	3/1/14	3/31/14	3/31/14
		1.13.2.27	Respond to PARCC/CCSS/COMPASS e-mails during April 2014	Burns	4/1/14	4/30/14	4/30/14
		1.13.2.28	Respond to PARCC/CCSS/COMPASS e-mails during May 2014	Burns	5/1/14	5/31/14	5/31/14
		1.13.2.29	Respond to PARCC/CCSS/COMPASS e-mails during June 2014	Burns	6/1/14	6/30/14	6/30/14
		1.13.2.30	Respond to PARCC/CCSS/COMPASS emails during July 2014	Burns	07/1/14	07/31/14	07/31/14
		1.13.2.31	Respond to PARCC/CCSS/COMPASS emails during August 2014	Burns	08/1/14	08/31/14	8/31/14
		1.13.2.32	Respond to PARCC/CCSS/COMPAS emails during September 2014	Burns	09/1/14	09/30/14	09/30/14
1.14	Present information for PARCC events						
	1.14.1	Presented information at the PARCC Higher Education Advisory Committee meeting about the new draft policy for the PARCC performance levels		Burns	6/19/12	6/19/12	6/19/12
	1.14.2	Presented information at the PARCC Governing Board meeting about the new draft policy for the PARCC performance levels		Burns	6/20/12	6/20/12	6/20/12
	1.14.3	Presented information during PARCC webinar for PARCC states pertaining to the new draft policy for the PARCC performance levels		Burns	7/19/12	7/19/12	7/19/12
1.15	Address requests from other states regarding Louisiana’s PARCC higher education PARCC activities						
	1.15.1	Participate in a conference call with New York PARCC state representatives to		Burns	7/31/12	7/31/12	7/31/12

		provide information about Louisiana's PARCC activities				
	1.15.2	Provide information to Tennessee to a PARCC state representative to provide information about Louisiana's PARCC activities	Burns	8/1/12	10/5/12	10/20/12
	1.15.3	Provide information to Arizona to a PARCC state representative to provide information about Louisiana's PARCC activities	Burns	8/1/12	10/5//12	10/20/12
	1.15.4	Participate in a conference call with New Mexico to provide information about Louisiana's PARCC activities	Burns	8/3/12	8/3/12	8/3/12
	1.15.5	Provide information to New Mexico to a PARCC state representative to provide information about Louisiana's PARCC activities	Burns	8/3/12	11/31/12	10/30/12
	1.15.6	Meet with personnel from New Mexico to help them plan a PARCC meeting for teams in their state	Burns	9/13/12	9/13/12	9/13/12
	1.15.7	Provide Achieve with the name of contact people in Louisiana who could help another state to involve faculty in Colleges of Arts and Sciences to discuss the implementation of CCSS	Burns	9/19/12	9/19/12	9/19/12
1.16	Develop and implement Geaux to College Campaign					
	1.16.1	Identify changes to "How to Go to College in Seven EASY Steps" to address needs of high school students in Louisiana.	Avery	10/15/12	10/30/12	10/30/12
	1.16.2	Develop a PowerPoint presentation to communicate the Geaux to College Campaign and discuss with the Commissioner of Higher Education	Avery/Burns	11/14/12	11/14/12	11/14/12
	1.16.3	Meet with the Commissioner and Louisiana Office of Student Financial Assistance personnel to introduce the Geaux to College Campaign	Purcell/Avery/ Burns	11/19/12	11/19/12	11/19/12
	1.16.4	Meet with the Commissioner, Louisiana Workforce Investment Council Chairman, and LOFSA personnel to discuss Louisiana Works web site and Louisiana Connect web sites	Purcell/Avery/Burns /Moniotte/Boutte, Amrhein	11/21/12	11/21/12	11/21/12
	1.16.5	Meet with personnel within the Louisiana Office of Student Financial Assistance to engage in in-depth discussions about the Core to College grant and Geaux to College Campaign	Purcell/Avery/Burns /Boutte/Amrhein	11/26/12	11/26/12	11/26/12
	1.16.6	Develop a written document to communicate the Geaux to College Campaign and disseminate at a multi-agency meeting to discuss how the Geaux to College Campaign can be integrated into other initiatives that are being implemented by different state agencies	Avery/Burns/ Dominique/ Amrhein/Boutte/ Williams	11/29/12	11/29/12	11/29/12
	1.16.7	Participate in a conference call with the author of the "How to Go to College in Seven EASY Steps" to discuss use of the book with the Geaux to College Campaign	Purcell/Avery/Burns /Hemphill	11/29/12	11/29/12	11/29/12
	1.16.8	Prepare a purchase order for the author of the book "How to Go to College in Seven EASY Steps" to sign to allow the Board of Regents to make an electronic copy of the book available to students in Louisiana	Burns/Marino/ Cheatham	11/30/12	01/31/13	1/31/13
	1.16.9	Process the purchase order for the author to the book "How to Go to College in Seven EASY Steps"	Marino/Cheatham	12/3/12	01/31/13	1/31/13
	1.16.10	Provide input into the development of a multi-agency plan to implement a Geaux to College Campaign	Avery/Burns/ Dominique/Boutte	11/29/12	02/28/13	11/29/12
	1.16.11	Process payment to the author of the book "How to Go to College in Seven EASY Steps".	Marino/Cheatham	2/28/13	02/28/13	02/01/13
	1.16.12	Develop a draft for a temporary web page for the Geaux to College Campaign if the	Avery	12/10/112	1/10/13	1/10/13

	LOSFA web page is not operational				
1.16.13	Have the Board of Regents develop an initial draft of a Geaux to College Campaign	Avery/Burns/ Williams	1/14/13	1/18/13	1/18/13
1.16.14	Conduct a meeting with the Louisiana Office of Student Financial Aid and obtain input for draft of Geaux to College Campaign	Avery/Burns/ Amrhein	1/22/13	1/25/13	1/25/13
1.16.15	Conduct a meeting with the Louisiana Department of Education and Board of Elementary and Secondary Education and obtain input for draft of Geaux to College Campaign	Avery/Burns/ LDOE	1/28/13	2/8/13	2/7/13
1.16.16	Conduct a meeting with the Louisiana Workforce Commission and obtain input for draft of Geaux to College Campaign	Purcell/ Avery/ Burns	1/28/13	2/8/13	2/21/13
1.16.17	Conduct a meeting with representatives from the BoR, LDOE, BESE, and Workforce Commission to further develop the draft for the Geaux to College Campaign	BoR, LDOE, LA LOSFA, Workforce Commission	2/14/13	2/14/13	2/14/13
1.16.18	Obtain approval for staff to implement the Geaux to College Campaign from the Louisiana Commissioner of Higher Education, State Superintendent, and Louisiana Workforce Commission representative	BoR, LDOE, LOSFA, & LA Workforce Commission	2/11/13	7/15/13	2/15/13
1.16.19	Conduct a meeting with the Louisiana Office of Student Financial Aid and Board of Regents to clarify roles and content of websites for Geaux to College	BoR & LOSFA	03/27/13	3/27/13	03/27/13
1.16.20	Receive initial draft of the Geaux to College website from vendor	Avery	4/1/13	4/30/13	4/30/13
1.16.21	Meet with the Louisiana Commissioner of Higher Education to get feedback regarding the initial draft of the Geaux to College website	Avery/Burns/Purcell /Williams	5/6/13	5/17/13	5/15/13
1.16.22	Compile feedback regarding the initial draft of the Geaux to College website into a single document	Avery	5/13/13	5/17/13	5/17/13
1.16.23	Send vendor feedback of initial website draft	Avery	5/17/13	5/17/13	5/17/13
1.16.24	Order wristbands for Geaux to College kick-off event	Avery/Marino	5/20/13	5/31/13	5/29/13
1.16.25	Receive wristbands for Geaux to College kick-off event	Avery/Marino	6/1/13	6/25/13	6/20/13
1.16.26	Conduct conference call with website vendor regarding website changes	Avery	5/20/13	5/20/13	5/20/13
1.16.27	Participate in a meeting with Louisiana Public Broadcasting to finalize the details (timeslots, etc.) regarding the use of the Geaux to College commercials	Burns/Marino/ Williams	6/8/13	6/19/13	6/12/13
1.16.28	Process contract with Louisiana Public Broadcasting for the use of Geaux to College commercials in Louisiana markets	Marino	6/8/13	6/19/13	6/17/13
1.16.29	Facilitate the running of the Geaux to College commercials	Louisiana Public Broadcasting	6/8/13	6/26/13	6/26/13
1.16.30	Conduct meeting to prepare for the Geaux to College Campaign presentation at the June 2013 Board of Regents Meeting	Avery/Burns/ Williams	6/17/13	6/25/13	6/19/13
1.16.31	Meet with the Louisiana Commissioner of Higher Education prior to the Geaux to College Campaign presentation at the June 2013 Board of Regents Meeting	Avery/Williams/ Purcell	6/17/13	6/25/13	6/25/13
1.16.32	Present the Geaux to College Campaign at the June 2013 Board of Regents Meeting	Avery/Williams	6/26/13	6/26/13	6/26/13
1.16.33	Meet with Louisiana Public Broadcasting to discuss costs for promotional items for Geaux to College	Burns	8/22/13	8/22/13	8/22/13
1.16.34	Prepare prospectus to secure external funding for Geaux to College work	Burns/Avery	9/1/13	9/30/13	9/12/13
1.16.35	Meet with La Next Magazine to finalize details for print advertising	Williams	9/1/13	9/30/13	9/23/13

	1.16.36	Secure additional funding for Geaux to College work		Burns	10/1/13	12/31/13	
	1.16.37	Order additional Geaux to College promotional items (pens, tablecloth, t-shirts, fliers)		Avery/Marino	9/1/13	10/22/13	10/22/13
	1.16.38	Receive additional Geaux to College promotional items (pens, tablecloth, t-shirts, fliers)		Avery	10/21/13	11/1/13	11/1/13
	1.16.39	Process payment for additional Geaux to College promotional items (pens, tablecloth, t-shirts, fliers)		Marino/Avery	10/21/13	11/30/13	11/4/13
	1.16.40	Conduct Geaux to College Outreach to high school students – State Science, Technology, Engineering, and Mathematics (LA STEM) Expo 2013 – November 2, 2013		Avery/BoR Volunteers	11/2/13	11/2/13	11/2/13
	1.16.41	A Geaux to College presentation including the Advocacy for College Attendance and Southern Regional Education Board (SREB) Transitional Courses to the Louisiana Board of Regents and Louisiana Board of Elementary and Secondary Education on December 5, 2013.		Avery	12/5/13	12/5/13	12/5/13
1.17	1.17.1	Attend Educator Leader Cadre Meetings					
		1.17.1.1	Participate in Educator Leader Cadre Meeting for October 22, 2012	Burns	10/22/12	10/22/12	10/22/12
		1.17.1.2	Participate in Educator Leader Cadre Meeting for November 29, 2012	Burns	11/29/12	11/29/12	11/29/12
1.18	Participate in PARCC Ad-hoc Committee on Score Reporting Weekly Conference Call						
	1.18.1	Participate in PARCC Ad-hoc on Score Reporting Weekly Conference Call		Burns	06/04/13	06/04/13	06/04/13
	1.18.2	Participate in PARCC Ad-hoc on Score Reporting Weekly Conference Call		Burns	06/11/13	06/11/13	06/11/13
	1.18.3	Participate in PARCC Ad-hoc on Score Reporting Weekly Conference Call		Burns	06/25/13	06/25/13	06/25/13
	1.18.4	Participate in PARCC Ad-hoc on Score Reporting Weekly Conference Call		Burns	07/09/13	07/09/13	07/09/13
	1.18.5	Participate in PARCC Ad-hoc on Score Reporting Weekly Conference Call		Burns	07/16/13	07/16/13	07/16/13
	1.18.6	Participate in PARCC Ad-hoc on Score Reporting Weekly Conference Call		Burns	07/23/13	07/23/13	07/23/13
	1.18.7	Participate in PARCC Ad-hoc on Score Reporting Weekly Conference Call		Burns	07/30/13	07/30/13	07/30/13
	1.18.8	Participate in PARCC Ad-hoc on Score Reporting Weekly Conference Call		Burns	08/06/13	08/06/13	08/06/13
	1.18.9	Participate in PARCC Ad-hoc on Score Reporting Weekly Conference Call		Burns	08/13/13	08/13/13	08/13/13
	1.18.10	Participate in PARCC Ad-hoc on Score Reporting Weekly Conference Call		Burns	08/20/13	08/20/13	08/20/13
	1.18.11	Participate in PARCC Ad-hoc on Score Reporting Weekly Conference Call		Burns	08/27/13	08/27/13	08/27/13
	1.18.12	Participate in PARCC Ad-hoc on Score Reporting Weekly Conference Call		Burns	09/03/13	09/03/13	9/3/13
	1.18.13	Participate in PARCC Ad-hoc on Score Reporting Weekly Conference Call		Burns	09/10/13	09/10/13	9/10/13
	1.18.14	Participate in PARCC Ad-hoc on Score Reporting Weekly Conference Call		Burns	10/1/13	10/1/13	10/1/13
	1.18.15	Participate in PARCC Ad-hoc on Score Reporting Weekly Conference Call		Burns	10/8/13	10/8/13	10/8/13
	1.18.16	Participate in PARCC Ad-hoc on Score Reporting Weekly Conference Call		Burns	11/19/13	11/19/13	11/19/13
	1.18.17	Participate in PARCC Ad-hoc on Score Reporting Weekly Conference Call		Burns	11/26/13	11/26/13	11/26/13
	1.18.18	Participate in PARCC Ad-hoc on Score Reporting Weekly Conference Call		Burns	12/10/13	12/10/13	12/10/13
2.0	List of Core Competencies and Evidence for College Algebra						
2.1	Identify a list of common Statewide Course Descriptors for mathematics courses in Louisiana’s two- and four-year institutions			Board of Regents	11/21/11	11/21/11	11/21/11
2.2	Develop a matrix that identifies the Statewide Course Descriptors and core competencies for PARCC mathematics assessments			Burns	2/03/12	3/13/12	3/13/12
2.3	Review the matrix, reach consensus on a set of core competencies in mathematics reflected in			PARCC Campus	3/13/12	5/4/12	5/4/12

	the CCSS that signal that a student is on-track to be college-ready, and create a list of critical core competencies	Leadership Teams			
2.4	Reach consensus on types of evidence that would indicate on a PARCC assessment that a student is ready to enter entry-level credit-bearing courses for mathematics and create a list of evidence	PARCC Campus Leadership Teams	3/13/12	5/4/12	5/4/12
2.5	Submit a set of CCSS/PARCC critical core competencies and types of evidence for mathematics to the State Lead	PARCC Campus Leadership Team	3/13/12	5/4/12	5/4/12
2.6	Review the information submitted by the campuses and create a draft listing of critical core competencies and evidence for mathematics that reflects feedback from the campuses	Burns/Neubrandner	6/1/12	6/11/12	6/11/12
2.7	Review draft listing of critical core competencies and evidence in mathematics and interact with faculty from other campuses at a state meeting to reach consensus on core competencies and college-readiness standards (e.g., evidence) acceptable to all college and universities within Louisiana	PARCC State and Campus Leadership Teams	6/12/12	6/12/12	6/12/12
2.8	Use feedback from the statewide meeting to create a draft set of critical core competencies and evidence for mathematics	Burns/Neubrandner	6/13/12	4/20/13	04/19/13
2.9	Disseminate a copy of the draft set of critical core competencies for mathematics and evidence and request that campuses provide feedback	Burns	3/1/13	4/20/13	04/10/13
2.10	Integrate the feedback into a draft set of critical core competencies for mathematics and evidence	Burns/Neubrandner	4/1/13	4/15/13	04/15/13
2.11	Disseminate a copy of the PARCC draft grade- and subject-specific performance level descriptors (currently being developed by PARCC writing panels), disseminate a copy of the final set of critical core competencies for mathematics to the PARCC Campus Leadership Teams, have teams compare the PARCC descriptors to Louisiana's core competencies, and provide feedback about changes that should be made to the core competencies and/or PARCC descriptors for mathematics	Burns	4/23/13	4/23/13	4/23/13
2.12	Submit recommended changes from teams for draft descriptors to PARCC	Burns	5/15/13	5/15/13	5/15/13
2.13	Integrate recommended changes from teams to create a final version of the statewide core competencies for mathematics	Burns	5/23/13	7/1/13	4/23/13
2.14	Disseminate the final version of the PARCC grade- and subject-specific performance level descriptors and final version of the statewide critical core competencies for mathematics to the campuses	Burns & Campus Leadership Teams	5/23/13	7/1/13	4/23/13
3.0	List of Core Competencies and Evidence for English Composition I				
3.1	Identify a list of common Statewide Course Descriptors for English I courses in Louisiana's two- and four-year institutions	Board of Regents	11/21/11	11/21/11	11/21/11
3.2	Develop a matrix that identifies the Statewide Course Descriptors and core competencies for PARCC assessments in English	Burns	2/03//12	3/13/12	3/13/12
3.3	Review the matrix, reach consensus on a set of core competencies in English reflected in the CCSS that signal that a student is on-track to be college-ready, and create a list of critical core competencies	PARCC Campus Leadership Teams	3/13/12	5/4/12	5/4/12
3.4	Reach consensus on types of evidence that would indicate on a PARCC assessment that a student is ready to enter entry-level credit-bearing courses for English I and create a list of evidence	PARCC Campus Leadership Teams	3/13/12	5/4/12	5/4/12
3.5	Submit a set of CCSS/PARCC critical core competencies and types of evidence for English to	PARCC Campus	3/13/12	5/4/12	5/4/12

	the State Lead	Leadership Team			
3.6	Review the information submitted by the campuses and create a draft listing of critical core competencies and evidence that reflects feedback from the campuses for English	Burns/Gallagher	6/1/12	6/11/12	6/11/12
3.7	Review draft listing of critical core competencies and evidence in English and interact with faculty from other campuses at a state meeting to reach consensus on core competencies and college-readiness standards (e.g., evidence) acceptable to all college and universities within Louisiana	PARCC State and Campus Leadership Teams	6/12/12	6/12/12	6/12/12
3.8	Use feedback from the statewide meeting to create a draft set of critical core competencies and evidence for English	Burns/Gallagher	6/13/12	4/20/13	4/19/13
3.9	Disseminate a copy of the draft set of critical core competencies for English and evidence and request that campuses provide feedback	Burns	3/1/13	4/20/13	4/10/13
3.10	Integrate the feedback into a draft set of critical core competencies and evidence for English	Burns/Gallagher	4/1/13	4/15/13	4/15/13
3.11	Disseminate a copy of the PARCC draft grade- and subject-specific performance level descriptors (currently being developed by PARCC writing panels), disseminate a copy of the final set of critical core competencies for mathematics to the PARCC Campus Leadership Teams, have teams compare the PARCC descriptors to Louisiana's core competencies, and provide feedback about changes that should be made to the core competencies and/or PARCC descriptors for English	Burns	4/23/13	4/23/13	4/23/13
3.12	Submit recommended changes from teams for draft grade- and subject-specific performance level descriptors to PARCC for English	Burns	5/15/13	5/15/13	5/15/13
3.13	Integrate recommended changes from teams to create a final version of the statewide core competencies for English	Burns	5/23/13	7/1/13	4/23/13
3.14	Disseminate the final version of the PARCC grade- and subject-specific performance level descriptors and final version of the statewide critical core competencies for English to the campuses	Burns & Campus Leadership Teams	5/23/13	7/1/13	4/23/13
4.0	List of Opportunities for Common Core State Standards, PARCC, and COMPASS Faculty Development				
4.1	Provide University Educators with Professional Development				
4.1.1	Provide orientation to College of Education deans on use of new teacher and leader evaluation assessments (COMPASS)	LDOE	1/27/12	1/27/12	1/27/12
4.1.2	Discuss plans at the LACTE meeting for universities, Louisiana Department of Education, and Board of Regents to develop plans for teacher preparation faculty to receive CCSS training that is being provided to the school districts and COMPASS teacher/leader evaluation training.	Burns, Williams, & LACTE	6/1/12	6/30/12	6/22/12
4.1.3	Register names of faculty representatives to participate in COMPASS training				
4.1.3.1	Register names of faculty members to participate in COMPASS teacher training	Campus Leadership Teams	6/1/12	7/30/12	7/30/12
4.1.3.2	Register names of faculty members to participate in COMPASS teacher training.	Campus Leadership Teams	8/1/12	12/30/12	8/1/12
4.1.4	Provide a limited number of teacher preparation faculty with training on the use of the new COMPASS teacher evaluation assessment	LDOE	7/1/12	8/30/12	8/1/12
4.1.5	Provide a limited number of leader preparation faculty with training on the use of the new COMPASS leader evaluation assessment	LDOE	8/1/12	12/30/12	11/9/12
4.1.6	Have LACTE identify three locations and dates for COMPASS teacher training for a	Burns	6/22/12	8/1/12	9/24/12

		large number of teacher preparation faculty during October or November				
	4.1.7	Have LACTE identify three locations and dates for CCSS training being provided by the LDOE to teachers in schools for a large number of teacher preparation faculty	Burns	6/22/12	8/1/12	9/24/12
	4.1.8	Provide a large number of teacher preparation faculty with the CCSS training being provided by the LDOE to teachers in schools	LDOE	9/1/12	12/30/12	11/1/12
	4.1.9	Provide large number of teacher preparation faculty with training on the use of the new COMPASS <u>teacher</u> evaluation assessment	LDOE	9/1/12	12/30/12	10/19/12
	4.1.10	Provide large number of leader preparation faculty with training on the use of the new COMPASS <u>leader</u> evaluation assessment	LDOE	9/1/12	12/30/12	11/8/12
5.0	College of Education CCSS/PARCC/COMPASS (Teacher Evaluation) Alignment of Syllabi and Implementation Documentation					
5.1	Have Colleges of Education who receive 2011-12 Core to College funding submit Project Management Plans to identify the process that will be used to realign the teacher preparation curriculum and start implementing during fall 2012		Burns	2/01/12	6/30/12	6/30/12
5.2	Realign the teacher preparation curriculum (e.g., arts/science faculty, education faculty, etc.) to prepare pre-service teacher Meeting to discuss SREB Training, research agenda, and next steps teachers to teach to the new CCSS and assessments by fall 2013		College of Education Deans & Community College Directors of Associate of Science in Teaching Degree	1/01/12	12/30/13	12/30/13
5.3	Work with College of Education deans through LACTE to define “syllabi documentation”		Burns/LACTE	2/3/12	6/30/12	6/22/12
5.4	Have universities submit “syllabi documentation”		Burns	8/1/12	12/31/13	12/31/13
5.5	Have Colleges of Education submit a Year Two Project Management Plan to identify the process that will be used to align and implement the teacher preparation curriculum during spring 2013, summer 2013, and fall 2013		Burns	10/15/12	9/30/13	9/30/13
5.6	Implement teacher preparation programs aligned with the CCSS and PARCC assessments during spring 2013, summer 2013, and fall 2013		PARCC Campus Leadership Teams	10/15/12	12/30/13	12/30/13
5.7	Have Colleges of Education submit a Year Three Project Management Plan to identify the process that will be used to implement the teacher preparation curriculum during spring 2014, summer 2014, and fall 2014		Burns	10/15/13	12/30/13	12/30/13
5.8	Implement teacher preparation programs aligned with the CCSS and PARCC assessments during spring 2014, summer 2014, and fall 2014		PARCC Campus Leadership Teams	10/15/13	11/30/14	
6.0	College of Arts/Sciences CCSS/PARCC Alignment of Syllabi Documentation					
6.1	Have campuses meet to begin aligning arts/science courses in Mathematics and English with CCSS, PARCC, & COMPASS		PARCC Campus Leadership Teams	7/1/12	12/30/13	12/30/13
6.2	Have campuses submit a Year Two Project Management Plan to finalize plans to align arts/science courses in Mathematics and English with CCSS, PARCC, & COMPASS and begin to implement the new courses during fall 2013		Burns	10/15/12	12/30/13	12/30/13
6.3	Have campuses submit a Year Three Project Management Plan to implement realigned Arts/Science courses in Mathematics and English during spring 2014, summer 2014, and fall 2014		Burns	10/15/13	12/30/13	12/30/13
7.0	List of Professional Development Needs and Resources					
7.1	Have campuses begin to identify needs for professional development and available resources		PARCC Campus	7/1/12	12/30/13	12/30/13

	for new teachers, experienced teachers, and remedial/developmental education instructors to alter practices to address the CCSS and PARCC assessment			Leadership Team			
7.2	Have campuses continue to identify professional development needs and available resources during Year Two for new teachers, experienced teachers, and remedial/developmental education instructors to alter practices to address the CCSS and PARCC assessment and begin to implement during fall 2013			PARCC Campus Leadership Team	10/1/12	12/30/13	12/30/13
7.3	Have campuses implement professional development for new teachers, experienced teachers, and remedial/developmental education instructors during Year Three to alter practices to address the CCSS and PARCC assessment			PARCC Campus Leadership Team	10/1/13	9/30/14	9/30/14
8.0	List of Drill Down Data Needs						
8.1	Identify types of drill down data needed for new PARCC assessments to help teachers and teacher preparation programs improve practices			Burns and State Research Team Members	1/15/12	12/30/13	12/30/13
8.2	Submit list of drill down data needs to PARCC Governing Board			Burns	7/1/12	12/30/13	12/30/13
9.0	List of Faculty Participating in Research						
9.1	Identify a minimum of one faculty member per two-year and community college plus university to participate in research studies to create assessment items and/or validate PARCC assessment results.			Burns and Campus Leads	10/1/13	9/30/14	9/30/14 (Not all campuses)
	9.1.1	Identify university faculty to participate in PARCC Item Review process					
		9.1.1.1	Receive names and required information from campuses of faculty members who are interested in participating in item review for PARCC assessments	Burns	4/11/12	4/16/12	4/16/12
		9.1.1.2	Complete the required forms to identify faculty that were nominated by campuses to participate in item review for PARCC assessments	Burns	4/13/12	4/17/12	4/17/12
		9.1.1.3	Submit required forms that identify faculty that were nominated by campuses to participate in item review for PARCC assessments to Scott Norton	Burns	4/18/12	4/18/12	4/18/12
		9.1.2	Identify university faculty member to participate on panel to draft grade- and subject-specific performance level descriptors for PARCC assessments				
		9.1.2.1	Identify a math faculty member to serve on panel to draft grade- and subject-specific performance level descriptors and submit name to LDOE	Burns	10/1/12	10/1/12	10/1/12
		9.1.2.2	Submit the names of the Louisiana representatives to serve on the panels to draft grade- and subject-specific performance level descriptors to PARCC	Chou	10/1/12	10/1/12	10/1/12
10.0	Two- and Four-Year Contracts for Grant Funds						
10.1	Process Year One Contracts for Grant Funds at Two- and Four-Year Institutions						
	10.1.1	Develop State Project Management Plans, Campus Project Management Plans, and budget forms		Burns/Marino	1/10/12	2/01/12	2/01/12
	10.1.2	Submit Year One Project Management Plans and budgets for 2011-12 funding		Campuses	2/01/12	6/30/12	6/30/12
	10.1.3	Send reminder e-mails to campuses that have not submitted Project Management Plans and budgets		Burns/Marino	5/23/12	5/23/12	5/23/12
	10.1.4	Review Campus Project Management Plans and budgets to ensure accuracy and appropriateness		Burns/Marino	2/01/12	6/15/12	6/27/12
	10.1.5	Contact campuses if the Campus Project Management Plans and/or budgets are not		Burns/Marino	2/01/12	6/15/12	6/27/12

		fully developed and/or accurate				
	10.1.6	Prepare contracts to support CCSS/PARCC and attain internal BoR approval	Marino & Burns	2/01/12	6/24/12	6/25/12
	10.1.7	Send contract to providers for signatures	Marino	2/01/12	6/24/12	6/25/12
	10.1.8	Attain BoR signatures once campuses submit signed contracts	Marino	2/6/12	6/30/12	6/29/12
	10.1.9	Attain Division of Administration approval (Private Universities Only)	Marino	2/06/12	6/30/12	N/A
	10.1.10	Notify providers that contracts have been approved and request payment by the Division of Administration of year 1 funds for public universities	Marino	2/06/12	6/30/12	7/17/12
	10.1.11	Provide public universities with Core to College funds for contracts.	Division of Administration	2/06/12	6/30/12	6/29/12
	10.1.12	Submit invoices for Year One Core to College (CTC) expenditures quarterly. (Private Universities Only)	Private Campuses	2/01/12	12/30/12	12/30/12
	10.1.13	Process CTC invoices for payment quarterly (Private Universities Only)	Marino	2/01/12	12/30/12	12/30/12
	10.1.14	Submit CITAL invoices for Year One expenditures quarterly (Private Universities Only)	Campuses	2/01/12	6/30/12	7/17/12
	10.1.15	Process CITAL invoices for payment quarterly (Private Universities Only)	Marino	2/01/12	7/15/12	7/17/12
	10.1.16	Submit Year One CITAL Expenditure Report	Campuses	7/15/12	7/15/12	8/23/12
	10.1.17	Submit Year One Project Management Plan Progress Report and Year One CTC Expenditure Report	Campuses	10/15/12	11/15/13	11/15/13
10.2	Process Year Two Contracts for Grant Funds at Two- and Four-Year Institutions					
	10.2.1	Submit Year Two Project Management Plan, Year Two CTC Budget, and Year Two CTC Budget Narrative	Campuses	10/15/12	9/30/13	9/30/13
	10.2.2	Prepare amendments to increase contract amount for second year of grant (2012/13) and attain approval	Marino & Avery	10/16/12	9/30/13	9/30/13
	10.2.3	Send amendment to providers for signatures	Marino	11/1/12	9/30/13	9/30/13
	10.2.4	Attain BoR signatures for amendments	Marino	12/01/12	9/30/13	9/30/13
	10.2.5	Notify providers that amendments have been approved and request payment by the Division of Administration of year 2 funds for public universities	Marino	12/10/12	9/30/13	9/30/13
	10.2.6	Provide public universities with funds	Division of Administration	12/10/12	9/30/13	9/30/13
	10.2.7	Submit invoices to State for Year Two CTC expenditures quarterly (Private Universities Only)	Private Campuses	10/01/13	9/30/13	9/30/13
	10.2.8	Process CTC invoices for payment quarterly (Private Universities Only)	Marino	10/01/13	9/30/13	9/30/13
	10.2.9	Submit Year Two Project Management Plan Progress Report and Year Two CTC Expenditure Report	Campuses	10/15/13	6/15/14	6/15/14
10.3	Process Year Three Contracts for Grant Funds at Two- and Four-Year Institutions					
	10.3.1	Submit Year Three Project Management Plan, Year Three CTC Budget, and Year Three CTC Budget Narrative	Campuses	10/15/13	6/30/14	6/30/14
	10.3.2	Prepare amendments to increase contract amount for third year of grant (2013/14) and attain approval	Marino & Burns	10/16/13	6/30/14	6/30/14
	10.3.3	Send amendment to providers for signatures	Marino	10/16/13	6/30/14	6/25/14
	10.3.4	Attain BoR signatures for amendments	Marino	12/01/13	8/30/14	8/15/14
	10.3.5	Attain Division of Administration approval. (Private Universities Only)	Marino	12/10/13	12/31/13	N/A

	10.3.6	Notify provider that amendment has been approved and request payment by the Division of Administration of year 3 funds for public universities	Marino	12/10/13	9/30/14	8/27/14
	10.3.7	Provide public universities with funds	Division of Administration	12/10/13	8/31/14	8/31/14
	10.3.8	Submit invoices to State for Year Three CTC expenditures quarterly (Private Universities Only)	Private Campuses	10/01/13	10/15/14	
	10.3.9	Process invoices for payment quarterly (Private Universities Only)	Marino	10/01/13	10/15/14	
	10.3.10	Submit Year Three Project Management Plan Progress Report and Year Three CTC Expenditure Report	Campuses	10/31/14	10/31/14	
	10.3.11	Submit Final Expenditure Report (Must include all three years)	Campuses	10/31/14	10/31/14	
11.0	Correlation of PARCC Assessments and Existing College Readiness Assessments					
11.1	Volunteer to participate on team (PARCC HELT-Research Working Group) to plan research agenda		Burns	1/22/12	1/26/12	1/26/12
11.2	Participate in meeting for team to plan research agenda		Burns	3/2/12	7/1/12	2/2/12
12.0	Listing of PARCC Campus Leadership Team Members and Contact Persons					
12.1	Develop a database of all PARCC Campus Leadership Team members within 4-year institutions		Marino	7/15/11	7/24/11	7/24/11
12.2	Develop a data base of all PARCC Campus Leadership Team members within 2-year institutions		Marino	2/4/12	2/15/12	2/15/12
13.0	Travel Documentations to State/National Meetings					
13.1	Make arrangements and process travel reimbursements for staff and team members to attend national meetings					
	13.1.1	Make arrangements and process travel for PARCC meeting on January 18-19, 2012 in Orlando, Florida				
	13.1.1.1	Make flight reservations, make hotel reservations, complete registration, prepare travel authorization, secure approval signatures, prepare travel folder, prepare travel expense forms, secure signatures, for Jeanne Burns to attend PARCC meeting on January 18-19, 2012 in Orlando, Florida (Family emergency resulted in Jeanne Burns not attending the meeting.)	Marino/Dyer	1/1/12	1/19/12	1/19/12
	13.1.2	Make arrangements and process travel for Architecture for Implementing the Common Core Standards: Strategies, Partnerships, and Progress meeting on February 27-29, 2012 in Louisville, Kentucky				
	13.1.2.1	Make flight reservations, make hotel reservations, complete registration, prepare travel authorization, secure approval signatures, and prepare travel folder for Jeanne Burns to attend the Architecture for Implementing the Common Core Standards: Strategies, Partnerships, and Progress meeting on February 27-29, 2012 in Louisville, Kentucky	Marino/Dyer	2/1/12	2/26/12	2/26/12
	13.1.2.2	Prepare travel expense forms, secure signatures, submit travel forms to Division of Administration for payment, make copy of check once payment received, and give check to Jeanne Burns for attending the Architecture for Implementing the Common Core Standards: Strategies, Partnerships, and Progress meeting on February 27-29, 2012 in Louisville, Kentucky	Marino/Dyer	3/1/12	3/28/12	3/28/12

	13.1.3	Make arrangements and process travel for PARCC meeting for State Implementation Teams on March 6-7, 2012 in Washington, DC				
	13.1.3.1	Make flight reservations, make hotel reservations, complete registration, prepare travel authorization, secure approval signatures, and prepare travel folder for Jeanne Burns to attend the PARCC meeting for State Implementation Teams on March 6-7, 2012 in Washington, DC	Marino/Dyer	2/6/12	2/29/12	2/22/12
	13.1.3.2	Prepare travel expense forms, secure signatures, submit travel forms to Division of Administration and Florida Dept. of Education for payment, make copy of check once payment received, and give check to Jeanne Burns for attending the PARCC meeting for State Implementation Teams on March 6-7, 2012 in Washington, DC	Marino/Dyer	3/7/12	3/30/12	5/07/12
	13.1.3.3	Prepare an ethics form for costs being reimbursed for the PARCC meeting for State Implementation Teams that was held in Washington, DC on March 6-7, 2012, secure signatures from Jeanne Burns, submit form to BoR legal counsel for signature, and submit to Ethics Board	Marino/Dyer	4/1/12	5/4/12	5/4/12
	13.1.4	Make arrangements and process travel for PARCC Post-secondary Multi-State meeting in Nashville, Tennessee on April 25-26, 2012				
	13.1.4.1	Make flight reservations, make hotel reservations, complete registration, prepare travel authorization, secure approval signatures, and prepare travel folder for Jeanne Burns to attend the PARCC Post-secondary Multi-State meeting in Nashville, Tennessee on April 25-26, 2012	Marino/Dyer	4/1/12	4/24/12	4/24/12
	13.1.4.2	Provided travel regulations, prepare travel authorization, secure approval signatures for Frank Neubrandner and Bernard Gallagher to attend the PARCC Post-secondary Multi-State meeting in Nashville, Tennessee on April 25-26, 2012	Marino/Dyer	4/1/12	4/24/12	4/16/12
	13.1.4.3	Prepare travel expense forms, secure signatures, submit travel forms to Division of Administration for payment, make copy of check once payment received, and give check to Jeanne Burns for attending the PARCC Post-secondary Multi-State meeting in Nashville, Tennessee on April 25-26, 2012	Marino/Dyer	5/1/12	5/30/12	6/4/12
	13.1.4.4	Obtain travel expense forms, secure signatures, submit travel forms to Division of Administration for payment, make copy of checks once payment received, and give checks to Bernard Gallagher and Frank Neubrandner for attending the PARCC Post-secondary Multi-State meeting in Nashville, Tennessee on April 25-26, 2012	Marino/Dyer	5/1/12	6/4/12	6/25/12
	13.1.4.5	Prepare an ethics form for costs being reimburses for the that was held in Nashville, Tennessee on April 25-26, 2012 for the PARCC Post-secondary Multi-State meeting, secure signatures from Jeanne Burns, submit form to BoR legal counsel for signature, and submit to Ethics Board	Marino/Dyer	5/1/12	6/6/12	6/6/12
	13.1.5	Make arrangements and process travel for SREB Leadership Forum on May 3-4, 2012 in Atlanta, Georgia				
	13.1.5.1	Make flight reservations, make hotel reservations, complete registration,	Marino/Dyer	4/1/12	4/30/12	4/30/12

			prepare travel authorization, secure approval signatures, and prepare travel folder for Jeanne Burns to attend the SREB Leadership Forum on May 3-4, 2012 in Atlanta, Georgia				
		13.1.5.2	Provide travel regulations, prepare travel authorization, secure approval signatures for five team members to attend the SREB Leadership Forum on May 3-4, 2012 in Atlanta, Georgia	Marino/Dyer	4/1/12	4/30/12	4/19/12
		13.1.5.3	Prepare travel expense forms, secure signatures, submit travel forms to Division of Administration for payment, make copy of check once payment received, and give check to Jeanne Burns for attending the SREB Leadership Forum on May 3-4, 2012 in Atlanta, Georgia	Marino/Dyer	5/1/12	5/30/12	6/04/12
		13.1.5.4	Obtain travel expense forms, secure signatures, submit travel forms to Division of Administration for payment, make copy of checks once payment received, and give checks to five team members for attending the SREB Leadership Forum on May 3-4, 2012 in Atlanta, Georgia	Marino/Dyer	5/1/12	5/30/12	6/04/12
	13.1.6	Make arrangements and process travel for SREB Benchmarking State Implementation of the Common Core State Standards Advisory Panel Meeting on May 16-17, 2012 in Atlanta, Georgia					
		13.1.6.1	Make flight reservations, make hotel reservations, complete registration, prepare travel authorization, secure approval signatures, and prepare travel folder for Jeanne Burns to attend the SREB Benchmarking State Implementation of the Common Core State Standards Advisory Panel Meeting on May 16-17, 2012 in Atlanta, Georgia	Marino/Dyer	5/1/12	5/15/12	5/15/12
		13.1.6.2	Prepare travel expense forms, secure signatures, submit travel forms to Division of Administration for payment, make copy of check once payment received, and give check to Jeanne Burns for attending the SREB Benchmarking State Implementation of the Common Core State Standards Advisory Panel Meeting on May 16-17, 2012 in Atlanta, Georgia	Marino/Dyer	5/18/12	6/30/12	6/30/12
	13.1.7	Make arrangements and process travel for PARCC Advisory Committee on College Readiness & PARCC Governing Board meeting on June 19-20, 2012 in Washington, DC					
		13.1.7.1	Make flight reservations, make hotel reservations, complete registration, prepare travel authorization, secure approval signatures, and prepare travel folder for Jeanne Burns to attend the PARCC Advisory committee on College readiness & PARCC Governing Board meeting on June 19-20, 2012 in Washington, DC	Marino/Dyer	5/1/12	5/30/12	6/14/12
		13.1.7.2	Prepare travel expense forms, secure signatures, submit travel forms to the Florida Department of Education for payment, make copy of check once payment received, and give check to Jeanne Burns for attending the PARCC Advisory committee on College readiness & PARCC Governing Board meeting on June 19-20, 2012 in Washington, DC	Marino/Dyer	6/1/12	7/30/12	8/9/12
		13.1.7.3	Prepare an ethics form for costs being reimbursed for the meeting that was held in Washington, DC on June 19-20, 2012 for the PARCC Post-	Marino/Dyer	6/1/12	7/30/12	7/6/12

		secondary Multi-State meeting, secure signatures from Jeanne Burns, submit form to BoR legal counsel for signature, and submit to Ethics Board				
13.1.8	Make arrangements and process travel for Core to College Alignment Directors Meeting on August 1-2, 2012 in Indianapolis, Indiana					
13.1.8.1	Make flight reservations, make hotel reservations, complete registration, prepare travel authorization, secure approval signatures, and prepare travel folder for Jeanne Burns to attend the Core to College Alignment Directors Meeting on August 1-2, 2012 in Indianapolis, Indiana	Marino/Dyer	7/1/12	7/30/12	7/30/12	
13.1.8.2	Provide travel regulations, prepare travel authorization, secure approval signatures for a Louisiana team member to attend the Core to College Alignment Directors Meeting on August 1-2, 2012 in Indianapolis, Indiana	Marino/Dyer	7/1/12	7/30/12	6/14/12	
13.1.8.3	Prepare travel expense forms, secure signatures, submit travel forms to the Lumina Foundation for payment, make copy of check once payment received, and give check to Jeanne Burns for attending the Core to College Alignment Directors Meeting on August 1-2, 2012 in Indianapolis, Indiana	Marino/Dyer	8/3/12	8/30/12	9/25/12	
13.1.8.4	Obtain travel expense forms, secure signatures, submit travel forms to Division of Administration for payment, make copy of checks once payment received, and give check to team member for attending the Core to College Alignment Directors Meeting on August 1-2, 2012 in Indianapolis, Indiana	Marino/Dyer	8/1/12	8/30/12	9/21/12	
13.1.8.5	Prepare an ethics form for costs being reimbursed for the Core to College Alignment Directors meeting that was held in Indianapolis, Indiana on August 1-2, 2012, secure signatures from Jeanne Burns, submit form to BoR legal counsel for signature, and submit to Ethics Board	Marino/Dyer	8/1/12	8/30/12	9/25/12	
13.1.9	Make arrangements and process travel for PARCC Governing Board Meeting in Alexandria, Virginia on September 12, 2012.					
13.1.9.1	Make flight reservations, make hotel reservations, complete registration, prepare travel authorization, secure approval signatures, and prepare travel folder for Jeanne Burns to attend the PARCC Governing Board Meeting on September 12, 2012 in Alexandria, Virginia	Marino/Dyer	7/5/12	9/11/12	8/27/12	
13.1.9.2	Prepare travel expense forms, secure signatures, submit travel forms, make copy of check once payment received, and give check to Jeanne Burns for attending the PARCC Governing Board Meeting on September 12, 2012 in Alexandria, Virginia	Marino/Dyer	9/12/12	10/15/12	10/25/12	
13.1.9.3	Prepare an ethics form for costs being reimbursed for the PARCC Governing Board meeting that was held in Alexandria, Virginia on September 12, 2012, secure signatures from Jeanne Burns, submit form to BoR legal counsel for signature, and submit to Ethics Board	Marino/Dyer	9/12/12	10/15/12	9/25/12	
13.1.10	Make arrangements and process travel for America Diploma Project Network meeting in Alexandria, Virginia on September 13-14, 2012.					

	13.1.10.1	Make flight reservations, make hotel reservations, complete registration, prepare travel authorization, secure approval signatures, and prepare travel folder for Jeanne Burns to attend the America Diploma Project Network meeting in Alexandria, Virginia on September 13-14, 2012	Marino/Dyer	7/5/12	9/11/12	8/27/12
	13.1.10.2	Make flight reservations, make hotel reservations, complete registration, prepare travel authorization, secure approval signatures, and prepare travel folder for Dr. Jim Purcell to attend the America Diploma Project Network meeting in Alexandria, Virginia on September 13-14, 2012	Marino/Blanchard	7/5/12	9/11/12	8/27/12
	13.1.10.3	Prepare travel expense forms, secure signatures, submit travel forms, make copy of check once payment received, and give check to Jeanne Burns for attending the America Diploma Project Network meeting in Alexandria, Virginia on September 13-14, 2012	Marino/Dyer	9/13/12	10/15/12	10/15/12
	13.1.10.4	Prepare travel expense forms, secure signatures, submit travel forms, make copy of check once payment received, and give check to Dr. Jim Purcell for attending the America Diploma Project Network meeting in Alexandria, Virginia on September 13-14, 2012	Marino/Blanchard	9/13/12	10/15/12	10/15/12
	13.1.10.5	Prepare an ethics form for costs being reimbursed for the American Diploma Project meeting that was held in Alexandria, Virginia on September 13-14, 2012, secure signatures from Jeanne Burns, submit form to BoR legal counsel for signature, and submit to Ethics Board	Marino/Dyer	9/13/12	10/15/12	9/25/12
	13.1.10.6	Prepare an ethics form for costs being reimbursed for the American Diploma Project meeting that was held in Alexandria, Virginia on September 13-14, 2012, secure signatures from Dr. Jim Purcell, submit form to BoR legal counsel for signature, and submit to Ethics Board	Marino/Blanchard	9/13/12	10/15/12	9/26/12
	13.1.11	Make Arrangements and process travel for PARCC Higher Education Leads, PARCC Advisory Committee on College Readiness (ACCR), and PARCC Governing Board meetings on December 12-13, 2012 in Washington, DC				
	13.1.11.1	Make flight reservations, make hotel reservations, complete registration, prepare travel authorization, secure approval signatures, and prepare travel folder for Jared Avery to attend the PARCC Higher Education Leads, PARCC Advisory Committee on College Readiness, and PARCC Governing Board Meetings on December 12-13, 2012 in Washington, DC	Marino/Dyer	11/19/12	12/30/12	11/19/12
	13.1.11.2	Prepare travel expense forms, secure signatures, submit travel forms to the Florida Department of Education for payment, make copy of check once payment received, and give check to Jared Avery for attending the PARCC Higher Education Leads, PARCC Advisory Committee on College Readiness, and PARCC Governing Board Meetings on December 12-13, 2012 in Washington, DC	Marino/Dyer	12/14/12	2/28/13	2/15/13
	13.1.11.3	Prepare an ethics form for costs being reimbursed for the PARCC Higher Education Leads, PARCC Advisory Committee on College Readiness, and PARCC Governing Board Meetings on December 12-13, 2012 in Washington, DC, secure signatures from Jared Avery,	Marino/Dyer	12/1/12	2/28/13	2/1/13

		submit form to BoR legal counsel for signature, and submit to Ethics Board				
13.1.12	Make Arrangements and process travel for SREB Transitional Course Project: New Partners Meeting & Curriculum Review Workshop on January 10-11, 2013 in Atlanta, GA					
13.1.12.1	Make flight reservations, make hotel reservations, and complete registration for SREB Transitional Course Project: New Partners Meeting & Curriculum Review Workshop in Atlanta, GA on January 10-11, 2013		Avery/Marino	12/8/12	1/2/13	1/2/13
13.1.12.2	Prepare travel authorization, secure approval signatures, and prepare travel folder for Jared Avery to attend the SREB Transitional Course Project: New Partners Meeting & Curriculum Review Workshop in Atlanta, GA on January 10-11, 2013		Marino/Dyer	12/18/12	1/10/13	1/8/13
13.1.12.3	Prepare travel expense forms, secure signatures, submit travel forms to SREB for payment, make copy of check once payment received, and give check to Jared Avery for attending the SREB Transitional Course Project: New Partners Meeting & Curriculum Review Workshop in Atlanta, GA on January 10-11, 2013.		Marino/Dyer	1/12/13	2/28/13	2/13/13
13.1.12.4	Prepare an ethics form for costs being reimbursed for the SREB College Readiness Transitional Course Project: New Partners Meeting & Curriculum Review Workshop that was held in Atlanta, GA on January 10-11, 2013, secure signatures from Jared Avery, submit form to BoR legal counsel for signature, and submit to Ethics Board.		Marino/Dyer	1/12/13	2/28/13	2/13/13
13.1.13	Make arrangements and process travel for the National Academy of Education Evaluation of Teacher Preparation Programs Meeting on February 24-26, 2013 in Washington, DC					
13.1.13.1	Make flight reservations, make hotel reservations, complete registration, prepare travel authorization, secure approval signatures, and prepare travel folder for Jeanne Burns to attend the National Academy of Educational Evaluation of Teacher Preparation Programs Meeting on February 24-26, 2013 in Washington, DC.		Marino/Dyer	1/30/13	2/24/13	2/4/13
13.1.13.2	Prepare travel expense forms, secure signatures, submit travel forms to the National Academy of Education, make copy of check once payment received, and give check to Jeanne Burns for attending the National Academy of Educational Evaluation of Teacher Preparation Programs Meeting on February 24-26, 2013 in Washington, DC		Marino/Dyer	2/26/13	3/26/13	2/27/13
13.1.13.3	Prepare an ethics form for costs being reimbursed for the National Academy of Educational Evaluation of Teacher Preparation Programs Meeting on February 24-26, 2013 in Washington, DC, secure signatures from Jeanne Burns, submit form to BoR legal counsel for signature, and submit to Ethics Board.		Marino/Dyer	2/26/13	3/26/13	4/29/13
13.1.14	Make arrangements and process travel for the AACTE 65th Annual Meeting on February 28-March 2, 2013 in Orlando, Florida					

		13.1.14.1	Make flight reservations, make hotel reservations, complete registration, prepare travel authorization, secure approval signatures, and prepare travel folder for Jeanne Burns to attend the AACTE 65th Annual Meeting in Orlando, Florida on February 28-March 2, 2013.	Marino/Dyer	11/16/12	2/28/13	1/17/13
		13.1.14.2	Prepare travel expense forms, secure signatures, submit travel forms to Division of Administration for payment, make copy of check once payment received, and give check to Jeanne Burns for attending the AACTE 65th Annual Meeting in Orlando, Florida on February 28-March 2, 2013.	Marino/Dyer	3/2/12	4/15/13	6/21/13
	13.1.15	Make arrangements and process travel for the NCATE Alliance (CAEP State Alliance for Clinical Educator Preparation and Partnerships) Meeting on March 20-21, 2013 in Columbus, Ohio.					
		13.1.15.1	Make flight reservations, make hotel reservations, complete registration, prepare travel authorization, secure approval signatures and prepare travel folder for Jeanne Burns to attend the NCATE Alliance (CAEP State Alliance for Clinical Educator Preparation and Partnerships) Meeting on March 20-21, 2013 in Columbus, Ohio	Marino/Dyer	2/13/13	3/20/13	2/21/13
		13.1.15.2	Prepare travel expense forms, secure signatures, submit travel forms to National Council for Accreditation of Teacher Education (NCATE), make a copy of check once payment received, and give check to Jeanne Burns for attending the NCATE Alliance Meeting on March 20-21, 2013 in Columbus, Ohio.	Marino/Dyer	3/22/13	4/22/13	4/18/13
		13.1.15.3	Prepare an ethics form for costs being reimbursed for the NCATE Alliance (CAEP State Alliance for Clinical Educator Preparation and Partnerships) Meeting on March 20-21, 2013 in Columbus, Ohio, secure signatures from Jeanne Burns, submit form to BoR legal counsel for signature, and submit to Ethics Board.	Marino/Dyer	2/13/13	4/22/13	4/29/13
	13.1.16	Make arrangements and process travel for the 2013 American Educational Research Association (AERA) Division H VP Presidential Conference being held in San Francisco, California on April 28-30, 2013.					
		13.1.16.1	Make flight reservations, make hotel reservations, complete registration, prepare travel authorization, secure approval signatures and prepare travel folder for Jeanne Burns to attend the 2013 American Educational Research Association (AERA) Division H VP Presidential Conference in San Francisco, California on April 28-30, 2013.	Marino/Dyer	11/30/13	4/30/13	4/23/13
		13.1.16.2	Prepare travel expense forms, secure signatures, submit travel forms to American Educational Research Association (AERA), make a copy of check once payment received, and give check to Jeanne Burns for attend the 2013 American Educational Research Association (AERA) Division H VP Presidential Conference in San Francisco, California on April 28-30, 2013.	Marino/Dyer	5/1/13	7/1/13	6/25/13
	13.1.17	Make arrangements and process travel for the Core to College Alignment Director Convening and Core to College Intern being held in Broomfield, Colorado on May 6-					

		8, 2013				
	13.1.17.1	Make flight reservations, make hotel reservations, complete registration, prepare travel authorization, secure approval signatures and prepare travel folder for Jeanne Burns and the Core to College Intern to attend the Core to College Alignment Director Convening in Broomfield, Colorado on May 6-8, 2013.	Marino/Dyer	3/22/13	5/3/13	5/3/13
	13.1.17.2	Prepare travel expense forms, secure signatures, submit travel forms to Division of Administration for payment, make copy of check once payment received, and give check to Jeanne Burns for attending the Core to College Alignment Director Convening on May 6-8, 2013 in Broomfield, Colorado	Marino/Dyer	5/7/13	6/30/13	6/21/13
	13.1.18	Make arrangements and process travel for seven (7) university faculty to attend the SREB Annual Educational Leadership Forum in Atlanta, Georgia on May 9-10, 2013				
	13.1.18.1	Provide each of the seven university faculty with instructions for making flight reservations, hotel reservations, registering for the SREB Annual Educational Leadership Forum in Atlanta, Georgia on May 9-10, 2013, forms for requesting reimbursement of travel expenses. Prepare travel authorization, secure approval signatures providing authority for the seven (7) participants to be authorized travelers for the Board of Regents.	Marino/Dyer	3/23/13	5/8/13	4/12/13
	13.1.18.2	Review travel expense forms for accuracy once submitted, contact team members if information is not accurate, secure approval signatures of accurate travel forms, submit travel forms to Division of Administration for payment, make copies of checks once payments received, prepare memos to participants, send memos and checks to participants attending the SREB Annual Educational Leadership Forum in Atlanta, Georgia on May 9-10, 2013.	Marino/Dyer	5/10/13	7/30/13	7/18/13
	13.1.19	Make arrangements and process travel for the PARCC, ACCR & Governing Board Meetings being held in Arlington, Virginia on June 25-26, 2013.				
	13.1.19.1	Make flight reservations, make hotel reservations, complete registration, prepare travel authorization, secure approval signatures and prepare travel folder for Jeanne Burns to attend the PARCC, ACCR, and Governing Board meetings in Arlington, Virginia on June 25-26, 2013.	Marino/Dyer	5/23/13	7/15/13	6/19/13
	13.1.19.2	Prepare travel expense forms, secure signatures, submit travel forms to Florida Department of Education for payment, make copy of check once payment received, and give check to Jeanne Burns for attending the PARCC, ACCR, and Governing Board meetings in Arlington, Virginia on June 25-26, 2013.	Marino/Dyer	6/27/13	9/15/13	9/12/13
	13.1.19.3	Prepare an ethics form for costs being reimbursed for the PARCC, ACCR & Governing Board meetings in Arlington, Virginia on June 25-26, 2013, secure signatures from Jeanne Burns, submit form to BoR legal counsel for signature, and submit to the Ethics Board.	Marino/Dyer	6/27/13	*15/13	8/30/13
	13.1.20	Make arrangements and process travel for the PARCC, ACCR, & Governing Board				

		Meetings being held in New Orleans, LA on July 22-23, 2013					
		13.1.20.1	Make hotel reservations, complete registration, prepare travel authorization, secure approval signatures and prepare travel folder for Jeanne Burns and Jared Avery to attend the PARCC, ACCR, and Governing Board meetings in New Orleans, LA on July 22-23, 2013.	Marino/Dyer	6/27/13	6/30/13	6/28/13
		13.1.20.2	Prepare travel expense forms, secure signatures, submit travel forms to Florida Department of Education for payment, make copy of check once payment received, and give check to Jeanne Burns and Jared Avery for attending the PARCC, ACCR, and Governing Board meetings in New Orleans, LA on July 22-23, 2013.	Marino/Dyer	6/27/13	10/30/13	10/8/13
		13.1.20.3	Prepare an ethics form for costs being reimbursed for the PARCC, ACCR & Governing Board meetings in New Orleans, LA on July 22-23, 2013, secure signatures from Jeanne Burns and Jared Avery, submit form to BoR legal counsel for signature, and submit to the Ethics Board	Marino/Dyer	6/27/13	9/30/13	8/20/13
	13.1.21	Make arrangements and process travel for the Core to College Alignment Director and President of the Louisiana Association of Colleges for Teacher Education (LACTE) who will be attending the Core to College Alignment Director Convening being held in Indianapolis, Indiana on October 24-25, 2013					
		13.1.21.1	Make flight reservations, complete registration, prepare travel authorization, secure approval signatures and prepare travel folder for Jeanne Burns and the President of the LACTE to attend the Core to College Alignment Director Convening in Indianapolis, Indiana on October 24-25, 2013.	Marino/Dyer	9/30/13	11/15/13	10/15/13
		13.1.21.2	Prepare travel expense forms, secure signatures, submit travel forms to the Division of Administration for payment, make copy of check once payment received, and give check to Jeanne Burns and Linda McKee for attending the Core to College Alignment Director Convening on October 24-25, 2013 in Indianapolis, Indiana.	Marino/Dyer	9/30/13	12/15/13	10/15/13
		13.1.21.3	Prepare an ethics form for costs being reimbursed for the CTC Alignment Director Convening for on October 24-25, 2013 in Indianapolis, Indiana, secure signatures from Jeanne Burns, submit form to the BoR legal counsel for signature, and submit to the Ethics Board	Marino/Dyer	9/30/13	12/15/13	12/15/13
	13.1.22	Make arrangements and process travel for the National Academy of Education meeting being held in Washington, DC on October 24-26, 2013.					
		13.1.22.1	Make flight reservations, complete registration, prepare travel authorization, secure approval signatures, and prepare travel folder for Jeanne Burns to attend the National Academy of Education meeting in Washington, D.C, on October 24-26, 2013.	Marino/Dyer	9/30/13	10/20/13	10/20/13
		13.1.22.2	Prepare travel expense form, secure signatures, submit travel form to the Division of Administration for payment, make a copy of check once payment received, and give check to Jeanne Burns for attending the National Academy of Education meeting in Washington, DC on October 24-26, 2013	Marino/Dyer	11/5/13	11/30/13	11/22/13

	13.1.22.3	Prepare an ethics form for costs being reimbursed for the Achieve Annual Meeting for State and Leadership Teams in Washington, DC on December 12-15, 2013 for Jeanne Burns, secure signatures, submit form to the BoR legal counsel for signature, and submit to the Ethics Board	Marino/Dyer	11/5/13	12/30/13	10/12/13
	13.1.23	Make arrangements and process travel for the CAEP Alliance-Carnegie Foundation Explorer's Workshop being held in Palo Alto, CA on November 11-12, 2013.				
	13.1.23.1	Make flight reservations, complete registration, prepare travel authorization, secure approval signatures for Dr. Paula Montgomery to attend the CAEP Alliance-Carnegie Foundation Explorer's Workshop being held in Palo Alto, CA on November 11-12, 2013.	Marino/Dyer	10/7/13	10/15/13	10/12/13
	13.1.23.2	Prepare travel expense form, secure signatures, submit travel form to the Division of Administration for payment, make a copy of check once payment received, and give check to Dr. Paula Montgomery for attending the CAEP Alliance-Carnegie Foundation Explorer's Workshop being held in Palo Alto, CA on November 11-12, 2013.	Marino/Dyer	12/12/13	12/15/13	12/12/10/13
	13.1.24	Make arrangements and process travel for CAEP State Alliance for Clinical Preparation and Partnership Meeting being held in Louisville, KY on December 3-5, 2013.				
	13.1.24.1	Make flight reservations, complete registration, prepare travel authorization, secure approval signatures, for Jeanne Burns to attend the CAEP State Alliance for Clinical Preparation and Partnership Meeting being held in Louisville, KY on December 3-5, 2013.	Marino/Dyer	11/18/13	12/1/13	11/28/13
	13.1.24.2	Prepare travel expense form, secure signatures, submit travel form to the Division of Administration for payment, make a copy of check once payment received, and give check to Jeanne Burns for attending the CAEP State Alliance for Clinical Preparation and Partnership Meeting being held in Louisville, KY on December 3-5, 2013.	Marino/Dyer	12/5/13	1/5/13	1/29/14
	13.1.25	Make arrangements and process travel for the Achieve Annual Meeting for State and Leadership Teams for the Dr. Jeanne Burns and five (5) other team members being held on December 12-15, 2013 in Washington, DC.				
	13.1.25.1	Make flight reservations, complete registration, prepare travel authorization, secure approval signatures and prepare travel folder for Jeanne Burns; provide five (5) other team members with necessary information and documents, and assist with flight reservations for team members to attend the Achieve Annual Meeting for State and Leadership Teams in Washington, DC on December 12-15, 2013.	Marino/Dyer	11/19/13	12/11/13	11/22/13
	13.1.25.2	Prepare travel expense forms, secure signatures, submit travel forms to the Division of Administration for payment, make copy of check once payment received, and give check to Jeanne Burns and other team members for attending the Achieve Annual Meeting for State and Leadership Teams in Washington, DC on December 12-15, 2013.	Marino/Dyer	11/19/13	12/31/13	12/31/13
	13.1.25.3	Prepare an ethics form for costs being reimbursed for the Achieve Annual Meeting for State and Leadership Teams in Washington, DC on	Marino/Dyer	11/19/13	12/31/13	12/31/13

		December 12-15, 2013 for Jeanne Burns, secure signatures, submit form to the BoR legal counsel for signature, and submit to the Ethics Board.				
13.1.26		Make arrangements and process travel for the Alliance for Excellent Education Teacher and Leader Effectiveness Advisory Group Meeting being held in Washington, DC on January 15-16, 2014				
	13.1.26.1	Make flight reservations, make hotel reservations, prepare travel folder for Jeanne Burns to attend the Alliance for Excellent Education Teacher and Leader Effectiveness Advisory Group Meeting being held in Washington, DC on January 15-16, 2014	Marino	10/21/13	1/1/14	12/18/13
	13.1.26.2	Prepare travel expense forms, secure signatures, submit travel forms to Alliance for Excellent Education, make a copy of check once payment received, and give check to Jeanne Burns the Alliance for Excellent Education Teacher and Leader Effectiveness Advisory Group Meeting being held in Washington, DC on January 15-16, 2014	Marino	1/16/14	6/15/14	6/15/14
	13.1.26.3	Prepare an ethics form for costs being reimbursed for the Alliance for Excellent Education Teacher and Leader Effectiveness Advisory Group Meeting, secure signatures from Jeanne Burns, submit form to BoR legal counsel for signature, and submit to Ethics Board.	Marino	1/16/14	3/15/14	2/28/14
13.1.27		Make arrangements and process travel for the Teacher Preparation Event in Sacramento, CA on February 13-15, 2014.				
	13.1.27.1	Make flight reservations, make hotel reservations, prepare travel folder for Jeanne Burns to attend the Teacher Preparation Event in Sacramento, CA on February 13-15, 2014.	Marino	1/20/14	2/10/14	2/12/14
	13.1.27.2	Prepare travel expense forms, secure signatures, submit travel forms to edVoice Institute, make a copy of check once payment received, and give check to Jeanne Burns the Teacher Preparation Event in Sacramento, CA on February 13-15, 2014.	Marino	2/13/14	4/1/14	3/25/14
	13.1.27.3	Prepare an ethics form for costs being reimbursed for the Teacher Preparation Event in Sacramento, CA on February 13-15, 2014, secure signatures from Jeanne Burns, submit form to BoR legal counsel for signature, and submit to Ethics Board.	Marino	2/13/14	4/1/14	2/28/14
13.1.28		Make arrangements and process travel for the Senate HELP Committee Hearing in Washington, DC on March 23-26, 2014.				
	13.1.28.1	Make flight reservations, make hotel reservations, prepare travel folder for Jeanne Burns to testify at the Senate HELP Committee Hearing in Washington, DC on March 23-26, 2014.	Marino	3/17/14	3/23/14	3/17/14
	13.1.28.2	Prepare travel expense forms, secure signatures, submit travel forms for reimbursement for Jeanne Burns to testify at the Senate HELP Committee Hearing in Washington, DC on March 23-26, 2014	Marino/Petit	3/27/14	5/27/14	5/2/14
13.1.29		Make arrangements and process travel for the AERA 2014 Annual meeting in Philadelphia, PA on April 6-8, 2014				
	13.1.29.1	Make flight reservations, make hotel reservations, prepare travel folder for Jeanne Burns to attend the AERA 2014 Annual meeting in	Marino	2/27/14	4/1/14	3/6/14

		Philadelphia, PA on April 6-8, 2014.				
	13.1.29.2	Prepare travel authorization, secure signatures, for approval for Jeanne Burns to attend the AERA 2014 Annual meeting in Philadelphia, PA on April 6-8, 2014.	Marino	2/27/14	4/1/14/	3/6/14
	13.1.29.3	Prepare travel expense forms, secure signatures, submit travel forms for reimbursement for Jeanne Burns to attend the AERA 2014 Annual meeting in Philadelphia, PA on April 6-8, 2014 and give check to Jeanne Burns.	Marino/Petit	4/7/14	6/7/14	5/20/14
	13.1.30	Make arrangements and process travel for the Core to College Convening on April 16-18, 2014 in San Francisco, CA				
	13.1.30.1	Make flight reservations, make hotel reservations, and complete registration for the Core to College Convening on April 16-18, 2014 in San Francisco, CA	Marino	2/27/14	4/11/14	2/27/14
	13.1.30.2	Prepare travel authorization, secure approval signatures, and prepare travel folder for Jeanne Burns and Gerald Carlson to attend the Core to College Convening on April 16-18, 2014 in San Francisco, CA.	Marino/Petit	2/27/14	4/11/14	4/9/14
	13.1.30.3	Prepare travel expense forms, secure signatures, submit travel forms for approval and reimbursement of expenses, make a copy of the check once payment is received, and give check to Burns and Carlson for attending the Core to College Convening on April 16-18, 2014 in San Francisco, CA.	Marino/Petit	4/18/2014	8/15/14	8/15/14
	13.1.30.4	Prepare an ethics form for costs being reimbursed for the Core to College Convening on April 6-8, 2014 in Philadelphia, PA on April 6-8, 2014.	Marino/Petit	4/18/14	5/30/14	5/23/14
	13.1.31	Make arrangements and process travel for Jeanne Burns to attend the CCSO Third NTEP Convening on May 8-10, 2014 in San Antonio, TX				
	13.1.31.1	Make flight Reservations, make hotel reservations, and complete registration for Jeanne Burns to attend the CCSO Third NTEP Convening on May 8-10, 2014 in San Antonio, TX	Marino	3/27/14	5/1/14	4/22/14
	13.1.31.2	Prepare travel expense forms, secure signatures, submit travel forms for approval and reimbursement of expenses, make a copy of the check once payment is received, and give check to Jeanne Burns for her attendance at the CCSO Third NTEP Convening on May 8-10, 2014 in San Antonio, TX	Marino/Petit	5/12/14	5/30/14	5/20/14
	13.1.32	Make arrangements and process travel for Jeanne Burns and Gerald Carlson to attend the CAEP State Alliance for Clinical Preparation Meeting being held in Kansas City, MO on May 20-22, 2014.				
	13.1.32.1	Make flight Reservations, make hotel reservations, and complete registration for Jeanne Burns and Gerald Carlson to attend the CAEP State Alliance for Clinical Preparation Meeting being held in Kansas City, MO on May 20-22, 2014.	Marino	4/14/14	5/15/14	4/23/14
	13.1.32.2	Prepare travel authorization, secure approval signatures, and prepare travel folder for Jeanne Burns and Gerald Carlson to attend the CAEP	Marino/Petit	4/14/14	5/15/14	5/5/14

			State Alliance for Clinical Preparation Meeting being held in Kansas City, MO on May 20-22, 2014.				
	13.1.32.3		Prepare travel expense forms, secure signatures, submit travel forms for approval and reimbursement of expenses, make a copy of the check once payment is received, and give check to Jeanne Burns and Gerald Carlson to attend the CAEP State Alliance for Clinical Preparation Meeting being held in Kansas City, MO on May 20-22, 2014.	Marino/Petit	5/22/14	6/30/14	5/27/14
	13.1.32.4		Prepare an ethics form for costs being reimbursed for the CAEP State Alliance for Clinical Preparation Meeting being held in Kansas City, MO on May 20-22, 2014, secure signatures from Jeanne Burns, submit form to BoR legal counsel for signature, and submit to Ethics Board.	Marino/Petit	5/22/14	6/30/14	5/23/14
	13.1.33		Make arrangements and process travel for NTEP Policymakers' Briefing: CCSO's Network to Transform Education Preparation through Program Approval, Licensure, and Data Systems in San Francisco, CA on June 11-12, 2014				
	13.1.33.1		Make flight reservations, make hotel reservations, and complete registration for Jeanne Burns to attend the NTEP Policymakers' Briefing: CCSO's Network to Transform Education Preparation through Program Approval, Licensure, and Data Systems in San Francisco, CA on June 11-12, 2014	Marino	4/28/14	5/19/14	5/15/14
	13.1.33.2		Prepare travel authorization, secure approval signatures, and prepare travel folder for Jeanne Burns to attend the NTEP Policymakers' Briefing: CCSO's Network to Transform Education Preparation through Program Approval, Licensure, and Data Systems in San Francisco, CA on June 11-12, 2014	Marino	5/15/14	6/20/14	5/30/14
	13.1.33.3		Prepare travel expense forms, secure signatures, submit travel forms for approval and reimbursement of expenses, make a copy of the check once payment is received, and give check to Jeanne Burns to attend the NTEP Policymakers' Briefing: CCSO's Network to Transform Education Preparation through Program Approval, Licensure, and Data Systems in San Frisco, CA on June 11-12, 2014	Marino/Petit	6/17/14	6/30/14	6/30/14
	13.1.33.4		Prepare an ethics form for costs being reimbursed for the NTEP Policymakers' Briefing: CCSO's Network to Transform Education Preparation through Program Approval, Licensure, and Data Systems in San Frisco, CA on June 11-12, 2014.	Marino/Petit	6/17/14	6/20/14	6/20/14
	13.1.34		Make arrangements and process travel for PARCC Advisory Committee on College Readiness (ACCR) and Higher Education Leadership Team members meeting being held in Washington, DC on June 4-5, 2014.				
	13.1.34.1		Make flight reservations, make hotel reservations and complete registration for Jeanne Burns to attend the PARCC Advisory Committee on College Readiness (ACCR) and Higher Education Leadership Team members meeting being held in Washington, DC on June 4-5, 2014.	Marino/Petit/Burns	5/12/14	6/3/14	5/14/14
	13.1.34.2		Prepare travel folder for Jeanne Burns to attend the PARCC Advisory Committee on College Readiness (ACCR) and Higher Education	Marino/Petit	5/12/14	6/3/14	5/28/14

		Leadership Team members meeting being held in Washington, DC on June 4-5, 2014.				
	13.1.34.3	Prepare travel expense forms, secure signatures, submit travel forms to PARCC, Inc. for payment, make copy of check once payment received, and give check to Jeanne Burns for attending the PARCC Advisory Committee on College Readiness (ACCR) and Higher Education Leadership Team members meeting being held in Washington, DC on June 4-5, 2014.	Marino	6/5/14	9/30/14	9/29/14
	13.1.34.4	Prepare an ethics form for costs being reimbursed for the PARCC Advisory Committee on College Readiness (ACCR) and Higher Education Leadership Team members meeting being held in Washington, DC on June 4-5, 2014.	Marino/Petit	6/5/14	7/15/14	7/7/14
13.1.35	Make arrangements and process travel for PARCC Postsecondary Convening being held on June 16-17, 2014 at the Loews New Orleans Hotel in New Orleans, LA					
	13.1.35.1	Make hotel reservations and complete registration for Jeanne Burns to attend the PARCC Postsecondary Convening in New Orleans, LA on June 16-17, 2014.	Marino/Petit	5/27/14	6/15/14	5/27/14
	13.1.35.2	Prepare travel folder for Jeanne Burns to attend the PARCC Postsecondary Convening in New Orleans, LA on June 16-17, 2014.	Marino/Petit	5/27/14	6/13/14	6/10/14
	13.1.35.3	Prepare travel expense forms, secure signatures, submit travel forms to PARCC, Inc. for payment, make copy of check once payment received, and give check to Jeanne Burns for attending the PARCC Postsecondary Convening in New Orleans, LA on June 16-17, 2014.	Marino/Petit	6/18/14	8/18/14	8/1/14
	13.1.35.4	Prepare an ethics form for costs being reimbursed for the PARCC Postsecondary Convening in New Orleans, LA on June 16-17, 2014.	Marino/Petit	6/18/14	8/18/14	7/7/14
13.1.36	Make arrangements and process travel for CCSO NTEP Convening in Danvers, MA on September 9-11, 2014.					
	13.1.36.1	Make flight and hotel reservations and complete registration for Jeanne Burns to attend the CCSO NTEP Convening in Danvers, MA on September 9-11, 2014.	Marino/Burns	7/15/14	9/30/14	7/23/14
	13.1.36.2	Prepare travel folder for Jeanne Burns to attend the CCSO NTEP Convening in Danvers, MA on September 9-11, 2014.	Marino	7/15/14	9/3/14	9/2/14
	13.1.36.3	Prepare an ethics form for costs being reimbursed for the CCSO NTEP Convening in Danvers, MA on September 9-11, 2014.	Marino	7/15/14	9/15/14	9/15/14
13.1.37	Make arrangements and process travel for PARCC Advisory Committee on College Readiness (ACCR) and Higher Education Leadership Team (HELT) Meetings being held in Arlington, VA on September 11-12, 2014.					
	13.1.37.1	Make flight reservations for Dr. Gerald Carlson to attend the PARCC Advisory Committee on College Readiness (ACCR) and Higher Education Leadership Team (HELT) Meetings being held in Arlington, VA on September 11-12, 2014.	Marino	08/06/14	09/10/14	08/07/14
	13.1.37.2	Prepare travel expense forms, secure signatures, submit travel forms to PARCC, Inc. for payment, make copy of check once payment received,	Marino	9/12/14	10/12/14	

			and give check to Board of Regents fiscal office for Dr. Carlson's participation in the PARCC Advisory Committee on College Readiness (ACCR) and Higher Education Leadership Team (HELT) Meetings being held in Arlington, VA on September 11-12, 2014.				
	13.1.38	Make arrangements and process travel for 2014 Fall CAEP Conference in Washington, DC on September 29-October 1, 2014.					
	13.1.38.1	Make flight reservations, make hotel reservations, and complete registration for Jeanne Burns to attend the 2014 Fall CAEP Conference in Washington, DC on September 29-October 1, 2014.		Marino	7/22/14	8/31/14	8/22/14
	13.1.38.2	Prepare travel folder for Jeanne Burns to attend the 2014 Fall CAEP Conference in Washington, DC on September 29-October 1, 2014.		Marino	7/22/14	9/22/14	9/3/14
	13.1.38.3	Prepare an ethics form for costs being reimbursed for the 2014 Fall CAEP Conference in Washington, DC on September 29-October 1, 2014.		Marino	7/22/14	10/22/14	
	13.1.39	Make arrangements and process travel for the Core to College Convening on November 17-19, 2014 in Nashville, TN					
	13.1.39.1	Make flight reservations for Jeanne Burns to attend the Core to College Convening on November 17-19, 2014 in Nashville, TN.		Marino	08/18/14	11/16/14	8/20/14
	13.1.39.2	Prepare travel folder for Jeanne Burns to attend the Core to College Convening on November 17-19, 2014 in Nashville, TN.		Marino	11/19/14	12/19/14	
	13.1.39.3	Prepare travel expense form, secure signatures, submit travel forms for reimbursement of travel expenses, make copy of check once payment received, and give check to Jeanne Burns for attending the Core to College Convening on November 17-19, 2014 in Nashville, TN.		Marino	11/19/14	12/19/14	
	13.1.39.4	Prepare an ethics form for costs being reimbursed for the attendance to the Core to College Convening on November 17-19, 2014 in Nashville, TN.		Marino	11/19/14	12/19/14	
13.2	Make arrangements and process travel reimbursement for staff and team members to attend State meetings						
	13.2.1	Make arrangements and process travel for statewide PARCC Leadership Forum on September 30, 2011					
	13.2.1.1	Provide information about hotel accommodations, provide travel expense forms and instructions to complete the forms, and respond to questions from PARCC Campus Leadership Team members to attend the statewide PARCC Leadership Forum on September 30, 2011		Marino/Dyer	9/1/11	9/30/11	9/30/11
	13.2.1.2	Review travel expense forms for accuracy once submitted, contact team members if information is not accurate, secure approval signatures of accurate travel forms, submit travel forms to Division of Administration for payment, make copies of checks once payments received, prepare memos to team members, send memos and checks to team members, make copies of files, and file copies for PARCC Campus Leadership Teams attending the statewide PARCC Leadership Forum on September 30, 2011		Marino/Dyer	10/1/11	10/30/11	10/30/11

	13.2.2	Process travel for Blue Ribbon Commission members who receive travel reimbursement				
	13.2.2.1	Prepare and provide travel expense forms and instructions to complete the form to Blue Ribbon Commission members who qualify for travel reimbursement after attending the October 6, 2011 meeting	Marino	10/6/11	10/6/11	10/6/11
	13.2.2.2	Review travel expense forms for accuracy once submitted, contact Commission member if information is not accurate, secure approval signatures of accurate travel forms, submit travel forms to Division of Administration for payment, make copies of checks once payments received, prepare memos to recipients, send memos and checks to recipients, make copies of files, and file copies for Commission members who attended the October 6, 2011 Blue Ribbon Commission meeting	Marino/Dyer	10/7/11	11/15/11	11/15/11
	13.2.2.3	Review travel expense forms for accuracy once submitted, contact Commission member if information is not accurate, secure approval signatures of accurate travel forms, submit travel forms to Division of Administration for payment, make copies of checks once payments received, prepare memos to recipients, send memos and checks to recipients, make copies of files, and file copies for Commission members who attended the October 6, 2011 Blue Ribbon Commission meeting	Marino/Dyer	10/7/11	11/15/11	11/15/11
	13.2.3	Process travel for Blue Ribbon Commission meeting on November 10, 2011				
	13.2.3.1	Provide travel expense forms and instructions to complete the form to Blue Ribbon Commission members who qualify for travel reimbursement after attending the November 10, 2011 meeting.	Marino	11/10/11	11/10/11	11/10/11
	13.2.3.2	Review travel expense forms for accuracy once submitted, contact Commission member if information is not accurate, secure approval signatures of accurate travel forms, submit travel forms to Division of Administration for payment, make copies of checks once payments received, prepare memos to recipients, send memos and checks to recipients, make copies of files, and file copies for Commission members who attended the November 10, 2011 Blue Ribbon Commission meeting	Marino	11/10/11	11/10/11	11/10/11
	13.2.4	Process travel for Blue Ribbon Commission meeting on February 16, 2012				
	13.2.4.1	Provide travel expense forms and instructions to complete the form to Blue Ribbon Commission members who qualify for travel reimbursement after attending the February 16, 2012 meeting.	Marino	2/16/12	2/16/12	2/16/12
	13.2.4.2	Review travel expense forms for accuracy once submitted, contact Commission member if information is not accurate, secure approval signatures of accurate travel forms, submit travel forms to Division of Administration for payment, make copies of checks once payments	Marino/Dyer	2/17/12	3/28/12	3/28/12

		received, prepare memos to recipients, send memos and checks to recipients, make copies of files, and file copies for Commission members who attended the February 16, 2012 Blue Ribbon Commission meeting				
13.2.5	Process travel for Blue Ribbon Commission meeting on March 15, 2012					
13.2.5.1	Provide travel expense forms and instructions to complete the form to Blue Ribbon Commission members who qualify for travel reimbursement after attending the March 15, 2012 meeting	Marino	3/15/12	3/15/12	3/15/12	
13.2.5.2	Review travel expense forms for accuracy once submitted, contact Commission member if information is not accurate, secure approval signatures of accurate travel forms, submit travel forms to Division of Administration for payment, make copies of checks once payments received, prepare memos to recipients, send memos and checks to recipients, make copies of files, and file copies for Commission members who attended the March 15, 2012 Blue Ribbon Commission meeting	Marino/Dyer	3/16/12	4/30/12	4/30/12	
13.2.6	Make arrangements and process travel for statewide PARCC Two-Year College campus Leadership Team Meeting on March 23, 2012					
13.2.6.1	Provide information about hotel accommodations, provide travel expense forms and instructions to complete the forms, and respond to questions from PARCC Campus Leadership Team members to attend the PARCC Two-Year College campus Leadership Team Meeting on March 23, 2012	Marino/Dyer	3/1/12	3/22/12	3/22/12	
13.2.6.2	Review travel expense forms for accuracy once submitted, contact team members if information is not accurate, secure approval signatures of accurate travel forms, submit travel forms to Division of Administration for payment, make copies of checks once payments received, prepare memos to team members, send memos and checks to team members, make copies of files, and file copies for PARCC Campus Leadership Teams attending the PARCC Two-Year College campus Leadership Team Meeting on March 23, 2012	Marino/Dyer	3/23/12	4/30/12	4/30/12	
13.2.7	Make arrangements and process travel for statewide PARCC Campus Leadership Team Meeting on June 12, 2012					
13.2.7.1	Provide information about hotel accommodations, provide travel expense forms and instructions to complete the forms, and respond to questions from PARCC Campus Leadership Team members to attend the statewide PARCC Campus Leadership Team Meeting on June 12, 2012	Marino/Dyer	5/15/12	6/12/12	6/7/12	
13.2.7.2	Review travel expense forms for accuracy once submitted, team members if information is not accurate, secure approval signatures of accurate travel forms, submit travel forms to Division of Administration for payment, make copies of checks once payments received, prepare	Marino/Dyer	6/13/12	7/30/12	7/16/12	

		memos to team members, send memos and checks to team members, make copies of files, and file copies for PARCC Campus Leadership Teams attending the statewide PARCC Campus Leadership Team Meeting on June 12, 2012.				
13.2.8	Make arrangements and process travel for BoR staff to attend the Second Meeting of BoR Mathematics Faculty					
13.2.8.1	Make hotel reservations, complete registration, prepare travel authorization, secure approval signatures, and prepare travel folder for BoR staff to attend the Second Meeting of BoR Mathematics Faculty on August 9-10, 2012 at Nottoway Plantation in Louisiana	Marino/Dyer	7/1/12	8/8/12	8/2/12	
13.2.8.2	Prepare travel authorization and secure approval signatures for BoR staff to attend the Second Meeting of BoR Mathematics Faculty on August 9-10, 2012 at Nottoway Plantation in Louisiana	Marino/Dyer	7/1/12	8/8/12	8/8/12	
13.2.8.3	Prepare travel expense forms, secure signatures, and submit travel forms to LSU for BoR staff to attend the Second Meeting of BoR Mathematics Faculty on August 9-10, 2012 at Nottoway Plantation in Louisiana	Marino/Dyer	8/13/12	8/17/12	8/10/12	
13.2.9	Make arrangements and process travel for the Compass training for university faculty at the University of Louisiana at Monroe, Monroe, Louisiana on October 1-2, 2012					
13.2.9.1	Prepare and provide additional details (room number, parking, etc.), travel expense forms, and travel reimbursement instructions to complete the forms to participants who attend the Compass training in Monroe, LA on October 1-2, 2012	Marino	8/25/12	9/30/12	9/25/12	
13.2.9.2	Review travel expense forms for accuracy once submitted, contact participants if information is not accurate, secure approval signatures of accurate travel forms, submit travel forms to Division of Administration for payment, make copies of checks once payments received, prepare memos to recipients, send memos and checks to recipients, make copies of files, and file copies for participants who attend the Compass training in Monroe, LA on October 1-2, 2012	Marino/Dyer	10/2/12	11/2/12	11/31/12	
13.2.10	Make arrangements and process travel for the Compass training for university faculty at the University of Louisiana at Lafayette, Lafayette, Louisiana on October 8-9, 2012					
13.2.10.1	Prepare and provide additional details (room number, parking, etc.), travel expense forms, and travel reimbursement instructions to complete the forms to participants who attend the Compass training in Lafayette, LA on October 8-9, 2012	Marino	9/25/12	9/30/12	9/25/12	
13.2.10.2	Review travel expense forms for accuracy once submitted, contact participants if information is not accurate, secure approval signatures of accurate travel forms, submit travel forms to Division of Administration for payment, make copies of checks once payments received, prepare memos to recipients, send memos and checks to recipients, make copies of files, and file copies for participants who attend the Compass training in Lafayette, LA on October 8-9, 2012	Marino/Dyer	10/9/12	11/15/12	12/28/12	

	13.2.11	Make arrangements and process travel for the CCSS training for university faculty at the University of New Orleans, Louisiana on October 15-16, 2012				
	13.2.11.1	Prepare and provide additional details (room number, parking, etc.), travel expense forms, and travel reimbursement instructions to complete the forms to participants who attend the CCSS training in New Orleans, LA on October 15-16, 2012	Marino	9/25/12	11/16/12	10/2/12
	13.2.11.2	Review travel expense forms for accuracy once submitted, contact participants if information is not accurate, secure approval signatures of accurate travel forms, submit travel forms to Division of Administration for payment, make copies of checks once payments received, prepare memos to recipients, send memos and checks to recipients, make copies of files, and file copies for participants who attend the CCSS training in New Orleans, LA on October 15-16, 2012	Marino/Dyer	10/16/12	11/16/12	1/15/13
	13.2.12	Make arrangements and process travel for the Compass training for university faculty at the University of New Orleans, Louisiana on October 18-19, 2012				
	13.2.12.1	Prepare and provide additional details (room number, parking, etc.), travel expense forms, and travel reimbursement instructions to complete the forms to participants who attend the Compass training in New Orleans, LA on October 18-19, 2012	Marino	9/25/12	9/28/12	9/25/12
	13.2.12.2	Review travel expense forms for accuracy once submitted, contact participants if information is not accurate, secure approval signatures of accurate travel forms, submit travel forms to Division of Administration for payment, make copies of checks once payments received, prepare memos to recipients, send memos and checks to recipients, make copies of files, and file copies for participants who attend the Compass training in New Orleans, LA on October 18-19, 2012	Marino/Dyer	10/19/12	11/19/12	1/15/13
	13.2.13	Make arrangements and process travel for the CCSS training for university faculty at Northwestern State University, Natchitoches, Louisiana on October 18-19, 2012				
	13.2.13.1	Prepare and provide additional details (room number, parking, etc.), travel expense forms, and travel reimbursement instructions to complete the forms to participants who attend the CCSS training in Natchitoches, LA on October 18-19 2012	Marino	9/25/12	9/28/12	9/25/12
	13.2.13.2	Review travel expense forms for accuracy once submitted, contact participants if information is not accurate, secure approval signatures of accurate travel forms, submit travel forms to Division of Administration for payment, make copies of checks once payments received, prepare memos to recipients, send memos and checks to recipients, make copies of files, and file copies for participants who attend the CCSS training in Natchitoches, LA on October 18-19, 2012	Marino/Dyer	9/25/12	11/19/12	1/15/13
	13.2.14	Make arrangements and process travel for the CCSS training for university faculty at the University of Louisiana at Lafayette on October 31 & November 1, 2012				
	13.2.14.1	Prepare and provide additional details (room number, parking, etc.), travel expense forms, and travel reimbursement instructions to complete	Marino	9/25/12	12/11/12	11/1/12

		the forms to participants who attend the CCSS training in Lafayette, LA on October 31- & November 1, 2012				
	13.2.14.2	Review travel expense forms for accuracy once submitted, contact participants if information is not accurate, secure approval signatures of accurate travel forms, submit travel forms to Division of Administration for payment, make copies of checks once payments received, prepare memos to recipients, send memos and checks to recipients, make copies of files, and file copies for participants who attend the CCSS training in Lafayette , LA on October 31 & November 1, 2012	Marino/Dyer	11/1/12	12/1/12	1/25/13
13.2.15	Make arrangements and process travel for the educational leadership faculty to attend the Learning Community meeting for Compass educational leadership evaluator training on November 8-9, 2012.					
	13.2.15.1	Prepare and provide information about overnight lodging accommodations, travel reimbursement information, provide travel expense forms and instructions to complete the forms, and respond questions from participants who attend the Learning Community meeting for Compass educational leadership evaluator training on November 8-9, 2012.	Marino	10/9/12	11/7/12	11/7/12
	13.2.15.2	Review travel expense forms for accuracy once submitted, contact team members if information is not accurate, secure approval signatures of accurate travel forms, submit travel forms to Division of Administration for payment, make copies of checks once payments received, prepare memos to team members, send memos and checks to team members, make copies of files, and file copies for participants attending the Learning Community meeting for Compass educational leadership evaluator training on November 8-9, 2012.	Marino/Dyer	11/9/12	12/31/12	12/21/12
13.2.16	Make arrangements and process travel for the Third Statewide Campus Leadership Team conference held on April 23, 2013					
	13.2.16.1	Prepare and provide information about overnight lodging accommodations, travel reimbursement information, provide travel expense forms and instructions to complete the forms, and respond to questions from participants who attend the Third Statewide Campus Leadership Team Conference on April 23, 2013	Marino	4/12/13	4/12/13	4/12/13
	13.2.16.2	Review travel expense forms for accuracy once submitted, contact team members if information is not accurate, secure approval signatures of accurate travel forms, submit travel forms to Division of Administration for payment, make copies of checks once payments received, prepare memos to team members, send memos and checks to team members, make copies of files, and file copies for participants attending the Third Statewide Campus Leadership Team Conference on April 23, 2013.	Marino/Dyer	4/24/13	5/24/13	5/24/13
13.2.17	Make arrangements and process travel PARCC Campus Leadership Meeting held in Port Allen, LA on March 14, 2014.					
	13.2.17.1	Prepare and provide information about overnight lodging	Marino	3/6/14	3/6/14	3/6/14

		accommodations, travel reimbursement information, provide travel expense forms and instructions to complete the forms, and respond to questions from participants who attend the Fourth Statewide Campus Leadership Team Conference on March 14, 2014				
	13.2.17.2	Review travel expense forms for accuracy once submitted, contact team members if information is not accurate, secure approval signatures of accurate travel forms, submit travel forms to Division of Administration for payment, make copies of checks once payments received, prepare memos to team members, send memos and checks to team members, make copies of files, and file copies for participants attending the Fourth Statewide Campus Leadership Team Conference on March 14, 2014.	Marino	3/17/14	4/17/14	4/7/14
14.0	PARCC (Achieve) Documents					
14.1	Prepare and Submit Policy Scan for PARCC (Achieve)					
	14.1.1	Prepare Policy Scan for PARCC (Achieve)	Burns	12/1/11	12/30/11	12/30/11
	14.1.2	Submit Policy Scan to PARCC (Achieve)	Burns	12/30/11	12/30/11	12/30/11
	14.1.3	Participate in follow-up conference call conducted by PARCC staff about Policy Scan (Achieve)	Burns	5/7/12	5/7/12	5/7/12
14.2	Prepare and Submit Remediation Survey for PARCC (Achieve)					
	14.2.1	Complete Remediation Survey for PARCC (Achieve)	Burns/Denby	5/29/12	6/1/12	6/1/12
	14.2.2	Submit Remediation Survey to PARCC (Achieve)	Burns	6/4/12	6/4/12	6/1/12
14.3	Update and Submit Infrastructure Document for PARCC					
	14.3.1	Update infrastructure document	Burns	8/28/12	8/28/12	8/28/12
	14.3.2	Submit infrastructure documents to PARCC	Burns	8/28/12	8/28/12	8/28/12
14.4	Prepare and submit a summary of state responses for PARCC performance level policies					
	14.4.1	Have campuses complete PARCC survey on performance level policies.	Burns	7/17/12	9/20/12	9/20/12
	14.4.2	Have LDOE & BoR compile response from all campus and create one page summary and full report for postsecondary education	Burns/Avery	9/20/12	10/2/12	10/2/12
	14.4.3	Create a summary document that reflects K-12 and postsecondary recommended changes to the PARCC performance level policies	Burns/Chou/ Baghian	10/2/12	10/2/12	10/2/12
	14.4.4	Communicate with State Superintendent, ACCR member, and Commissioner of Higher Education to ensure that the summary document accurately reflects feedback	Burns/Baghian	9/2/12	10/3/12	9/6/12
	14.4.5	Submit the summary document to PARCC that reflects K-12 and postsecondary recommended changes to the PARCC performance level policies	Burns/Chou	10/3/12	10/3/12	10/5/12
	14.4.6	Disseminate the summary document and full report reflecting K-12 and postsecondary survey responses to the proposed PARCC performance level policies to LDOE, BoR, and postsecondary campuses	Savoie/Burns	10/5/12	10/12/12	10/22/12
15.0	Core to College Progress and Budget Reports					
15.1	Prepare and submit Interim Core to College progress and expenditure reports for Year 1 progress and expenditures (12/1/11 to 9/30/12).		Burns & Marino	12/1/11	10/31/12	11/2/12
15.2	Prepare and submit Final Core to College progress and expenditure reports for Year 1 expenditure report (12/1/11 to 11/30/12), Year 2 proposed budget, and narrative for how funds will be used during Year 2.		Burns & Marino	12/15/12	1/15/13	1/11/13

15.3	Prepare and submit Core to College progress report for Year 2 progress (10/1/12 to 9/30/13)		Burns & Marino	10/1/12	11/15/13	10/29/13
15.4	Prepare and submit Core to College expenditure report for Year 2 expenditures (1/1/13 to 12/31/13)		Burns & Marino	10/1/12	1/31/14	1/31/14
15.5	Prepare and submit Core to College progress and expenditure reports for Year 3 progress and expenditures (10/1/13 to 11/30/14)		Burns & Marino	10/1/13	12/31/14	
16.0	PARCC (Florida) Progress and Budget Reports					
16.1	Process Year 1 (2011/2012) invoices and activity reports for payment monthly		Marino	2/01/12	9/30/12	10/23/12
	16.1.1	Process February 2012 PARCC (Florida) activity reports				
	16.1.1.1	Update State Project Management Plan for February 2012	Marino/Burns	2/01/12	2/29/12	2/29/12
	16.1.1.2	Prepare February 2012 HE/MOA Activity Report and collect documentation	Marino/Burns	5/15/12	5/30/12	5/30/12
	16.1.1.3	Prepare February 2012 SGS/MOA Activity Report and collect documentation	Marino/Burns	5/15/12	5/30/12	5/30/12
	16.1.1.4	Scan February 2012 HE/MOA and SGS/MOA Activity Reports and documentation	Marino/Dyer	6/5/12	6/6/12	6/6/12
	16.1.1.5	Submit signed 2012 HE/MOA Activity Report, 2012 SGS/MOA Activity Report, and documentation to the Division of Administration	Marino	6/8/12	6/6/12	6/6/12
	16.1.1.6	Submit February 2012 activity reports and documentation to the Florida Department of Education	Division of Administration	6/11/12	6/6/12	6/6/12
	16.1.2	Process March 2012 PARCC (Florida) activity reports				
	16.1.2.1	Update State Project Management Plan for March 2012	Marino/Burns	3/01/12	3/31/12	3/31/12
	16.1.2.2	Prepare March 2012 HE/MOA Activity Report and collect documentation	Marino/Burns	5/15/12	5/30/12	5/30/12
	16.1.2.3	Prepare March 2012 SGS/MOA Activity Report and collect documentation	Marino/Burns	5/15/12	5/30/12	5/30/12
	16.1.2.4	Scan March 2012 HE/MOA and SGS/MOA Activity Reports and documentation	Marino/Dyer	6/1/12	6/4/12	6/6/12
	16.1.2.5	Submit signed March 2012 HE/MOA Activity Report, 2012 SGS/MOA Activity Report, and documentation to the Division of Administration	Marino	6/8/12	6/8/12	6/6/12
	16.1.2.6	Submit March 2012 activity reports and documentation to the Florida Department of Education	Division of Administration	6/11/12	6/15/12	6/6/12
	16.1.3	Process April 2012 PARCC (Florida) invoices and activity reports				
	16.1.3.1	Update State Project Management Plan for April 2012	Marino/Burns	4/01/12	4/30/12	4/30/12
	16.1.3.2	Prepare April 2012 PARCC invoice for payment	Division of Administration	5/01/12	5/14/12	5/14/12
	16.1.3.3	Reconcile internal budget with April 2012 PARCC invoice	Marino	5/14/12	5/30/12	5/30/12
	16.1.3.4	Prepare April 2012 HE/MOA Activity Report and collect documentation	Marino/Burns	5/15/12	5/30/12	5/30/12
	16.1.3.5	Prepare April 2012 SGS/MOA Activity Report and collect documentation	Marino/Burns	5/15/12	5/30/12	5/30/12
	16.1.3.6	Attain signatures for all April 2012 documents from BoR Associate Commissioner for Teacher and Leader Initiatives and BoR Associate	Marino	6/5/12	6/5/12	6/6/12

			Commissioner for Finance and Administration				
		16.1.3.7	Scan April 2012 HE/MOA and SGS/MOA Activity Reports and documentation	Marino/Dyer	6/1/12	6/4/12	6/6/12
		16.1.3.8	Submit signed April 2012 signed invoices, 2012 HE/MOA Activity Report, 2012 SGS/MOA Activity Report, and documentation to the Division of Administration	Marino	6/8/12	6/8/12	6/6/12
		16.1.3.9	Submit April 2012 invoices, activity reports, and documentation to the Florida Department of Education	Division of Administration	6/11/12	6/15/12	6/6/12
	16.1.4	Process May 2012 PARCC (Florida) invoices and activity reports					
		16.1.4.1	Update State Project Management Plan for May 2012	Marino/Burns	5/1/12	5/31/12	5/31/12
		16.1.4.2	Prepare May 2012 PARCC invoice for payment	Division of Administration	6/1/12	6/14/12	6/7/12
		16.1.4.3	Reconcile internal budget with May 2012 PARCC invoice	Marino	6/14/12	6/18/12	6/18/12
		16.1.4.4	Prepare May 2012 HE/MOA Activity Report and collect documentation	Marino/Burns	6/1/12	6/18/12	6/18/12
		16.1.4.5	Prepare May 2012 SGS/MOA Activity Report and collect documentation	Marino/Burns	6/1/12	6/18/12	6/18/12
		16.1.4.6	Attain signatures for all May 2012 documents from BoR Associate Commissioner for Teacher and Leader Initiatives and BoR Associate Commissioner for Finance and Administration	Marino	6/19/12	6/20/12	6/18/12
		16.1.4.7	Scan May 2012 HE/MOA and SGS/MOA Activity Reports and documentation	Marino/Dyer	6/21/12	6/22/12	6/18/12
		16.1.4.8	Submit signed May 2012 signed invoices, 2012 HE/MOA Activity Report, 2012 SGS/MOA Activity Report, and documentation to the Division of Administration	Marino	6/25/12	6/25/12	6/18/12
		16.1.4.9	Submit May 2012 invoices, activity reports, and documentation to the Florida Department of Education	Division of Administration	6/26/12	6/29/12	6/22/12
	16.1.5	Process June 2012 PARCC (Florida) invoices and activity reports					
		16.1.5.1	Update State Project Management Plan for June 2012	Marino/Burns	7/1/12	7/16/12	7/19/12
		16.1.5.2	Prepare June 2012 PARCC invoice for payment	Division of Administration	7/1/12	7/16/12	7/25/12
		16.1.5.3	Reconcile internal budget with June 2012 PARCC invoice	Marino	7/17/12	7/19/12	7/17/12
		16.1.5.4	Prepare June 2012 HE/MOA Activity Report and collect documentation	Marino/Burns	7/1/12	7/19/12	8/6/12
		16.1.5.5	Prepare June 2012 SGS/MOA Activity Report and collect documentation	Marino/Burns	7/1/12	7/19/12	8/6/12
		16.1.5.6	Attain signatures for all June 2012 documents from BoR Associate Commissioner for Teacher and Leader Initiatives and BoR Associate Commissioner for Finance and Administration	Marino	7/20/12	7/23/12	7/19/12
		16.1.5.7	Scan June 2012 HE/MOA and SGS/MOA Activity Reports and documentation	Marino/Dyer	7/24/12	7/25/12	8/6/12
		16.1.5.8	Submit signed June 2012 signed invoices, 2012 HE/MOA Activity Report, 2012 SGA/MOA Activity Report, and documentation to the Division of Administration	Marino	7/26/12	7/26/12	8/6/12

	16.1.5.9	Submit June 2012 invoices, activity reports, and documentation to the Florida Department of Education	Division of Administration	6/27/12	6/31/12	8/6/12
	16.1.6	Process July 2012 PARCC (Florida) invoices and activity reports				
	16.1.6.1	Update State Project Management Plan for July 2012	Marino/Burns	8/1/12	8/16/12	8/22/12
	16.1.6.2	Prepare July 2012 PARCC invoice for payment	Division of Administration	8/1/12	8/16/12	9/27/12
	16.1.6.3	Reconcile internal budget with July 2012 PARCC invoice	Marino	8/17/12	8/19/12	8/21/12
	16.1.6.4	Prepare July 2012 HE/MOA Activity Report and collect documentation	Marino/Burns	8/1/12	8/19/12	9/28/12
	16.1.6.5	Prepare July 2012 SGS/MOA Activity Report and collect documentation	Marino/Burns	8/1/12	8/19/12	9/28/12
	16.1.6.6	Attain signatures for all July 2012 documents from BoR Associate Commissioner for Teacher and Leader Initiatives and BoR Associate Commissioner for Finance and Administration	Marino	8/20/12	8/23/12	9/28/12
	16.1.6.7	Scan July 2012 HE/MOA and SGS/MOA Activity Reports and documentation	Marino	8/24/12	8/25/12	10/3/12
	16.1.6.8	Submit July 2012 signed invoices, 2012 HE/MOA Activity Report, 2012 SGA/MOA Activity Report, and documentation to the Division of Administration	Marino	8/26/12	8/26/12	10/3/12
	16.1.6.9	Submit revised July 2012 HE/MOA Activity Report, 2012 SGA/MOA Activity Report, and documentation to the Division of Administration	Marino	8/26/12	10/3/12	10/3/12
	16.1.6.10	Submit July 2012 invoices, activity reports, and documentation to the Florida Department of Education	Division of Administration	7/27/12	7/31/12	10/1/12 – 10/3/12
	16.1.7	Process August 2012 PARCC (Florida) invoices and activity reports				
	16.1.7.1	Update State Project Management Plan for August 2012	Marino/Burns	9/1/12	9/28/12	8/28/12
	16.1.7.2	Prepare August 2012 PARCC invoice for payment	Division of Administration	9/1/12	9/28/12	9/27/12
	16.1.7.3	Reconcile internal budget with August 2012 PARCC invoice	Marino	9/17/12	9/19/12	9/27/12
	16.1.7.4	Prepare August 2012 HE/MOA Activity Report and collect documentation	Marino/Burns	9/1/12	9/19/12	10/3/12
	16.1.7.5	Prepare August 2012 SGS/MOA Activity Report and collect documentation	Marino/Burns	9/1/12	9/19/12	10/3/12
	16.1.7.6	Attain signatures for all August 2012 documents from BoR Associate Commissioner for Teacher and Leader Initiatives and BoR Associate Commissioner for Finance and Administration	Marino	9/20/12	9/23/12	9/28/12
	16.1.7.7	Scan August 2012 HE/MOA and SGS/MOA Activity Reports and documentation	Marino	9/24/12	9/25/12	9/28/12
	16.1.7.8	Submit August 2012 signed invoices, 2012 HE/MOA Activity Report, 2012 SGA/MOA Activity Report, and documentation to the Division of Administration	Marino	9/26/12	9/26/12	10/1/12
	16.1.7.9	Submit August 2012 invoices, activity reports, and documentation to the Florida Department of Education	Division of Administration	8/27/12	8/31/12	10/1/12
	16.1.8	Process September 2012 PARCC (Florida) invoices and activity reports				
	16.1.8.1	Update State Project Management Plan for September 2012	Marino/Burns	10/1/12	10/31/12	10/1/12

16.2		16.1.8.2	Prepare September 2012 PARCC invoice for payment	Division of Administration	10/1/12	10/31/12	10/22/12
		16.1.8.3	Reconcile internal budget with September 2012 PARCC invoice	Marino	10/17/12	10/19/12	10/22/12
		16.1.8.4	Prepare September 2012 HE/MOA Activity Report and collect documentation	Marino/Avery/Burns	10/1/12	10/19/12	10/22/12
		16.1.8.5	Attain signatures for all September 2012 documents from BoR Associate Commissioner for Teacher and Leader Initiatives and BoR Associate Commissioner for Finance and Administration	Marino	10/20/12	10/23/12	10/23/12
		16.1.8.6	Scan September 2012 HE/MOA Activity Report and documentation	Marino	10/24/12	10/25/12	10/23/12
		16.1.8.7	Submit signed September 2012 invoices, 2012 HE/MOA Activity Report, 2012 SGA/MOA Activity Report, and documentation to the Division of Administration	Marino	10/26/12	10/26/12	10/22/12
		16.1.8.8	Submit September 2012 invoices, activity reports, and documentation to the Florida Department of Education	Division of Administration	10/27/12	10/31/12	10/23/12
	16.2.1	Process October 2012 PARCC (Florida) invoices and activity reports					
		16.2.1.1	Update State Project Management Plan for October 2012	Marino/Burns	11/1/12	11/30/12	11/09/12
		16.2.1.2	Prepare October 2012 invoices for payment	Division of Administration	11/1/12	11/30/12	11/30/12
		16.2.1.3	Reconcile internal budget with October 2012 PARCC invoice	Marino	11/1/12	11/30/12	11/30/12
		16.2.1.4	Prepare October 2012 HE/MOA Activity Report and documentation	Marino	11/1/12	10/19/12	12/5/12
		16.2.1.5	Attain signatures for all October 2012 documents from BoR Associate Commissioner for Teacher and Leader Initiatives and BoR Associate Commissioner for Finance and Administration	Marino	11/20/12	10/23/12	11/30/12
		16.2.1.6	Scan October 2012 HE/MOA Activity Report and documentation	Marino	11/24/12	11/25/12	12/5/12
		16.2.1.7	Submit signed October 2012 invoice to the Division of Administration	Marino	11/26/12	11/26/12	11/30/12
		16.2.1.8	Submit October 2012 signed invoice to the Florida Department of Education	Division of Administration	11/27/12	11/30/12	11/30/12
		16.2.1.9	Submit October 2012 HE/MOA Activity Report and documentation to the Florida Department of Education	Marino	11/27/12	11/30/12	12/5/12
	16.2.2	Process November 2012 PARCC (Florida) invoices and activity reports					
		16.2.2.1	Update State Project Management Plan for November 2012	Marino/Burns	12/1/12	12/31/12	12/5/12
		16.2.2.2	Prepare November 2012 invoices for payment	Division of Administration	12/1/12	12/19/12	12/27/12
		16.2.2.3	Reconcile internal budget with November 2012 PARCC invoice	Marino	12/1/12	12/31/12	12/27/12
		16.2.2.4	Prepare November 2012 HE/MOA Activity Report and documentation	Marino/Avery	12/1/12	12/19/12	1/2-3/13
		16.2.2.5	Attain signatures for all November 2012 documents from BoR Associate Commissioner for Teacher and Leader Initiatives and BoR Associate Commissioner for Finance and Administration	Marino	12/20/12	12/23/12	1/3/13
		16.2.2.6	Scan November 2012 HE/MOA Activity Report and documentation	Marino	12/24/12	12/25/12	1/3/13
		16.2.2.7	Submit signed November 2012 invoice to the Division of Administration	Marino	12/26/12	12/26/12	1/3/13
		16.2.2.8	Submit November 2012 signed invoice to the Florida Department of Education	Division of Administration	12/27/12	12/31/12	1/7/13

	16.2.2.9	Submit November 2012 HE/MOA Activity Report and documentation to the Florida Department of Education	Division of Administration	12/27/12	12/30/12	1/7/13
16.2.3	Process December 2012 PARCC (Florida) invoices and activity reports					
	16.2.3.1	Update State Project Management Plan for December 2012	Marino/Burns	1/1/13	1/31/13	1/29/13
	16.2.3.2	Prepare December 2012 invoices for payment	Division of Administration	1/1/13	1/19/13	2/5/13
	16.2.3.3	Reconcile internal budget with December 2012 PARCC invoice	Marino	1/1/12	1/31/12	2/6/13
	16.2.3.4	Prepare December 2012 HE/MOA Activity Report and documentation	Marino	1/1/13	1/31/13	2/1/13
	16.2.3.5	Attain signatures for all December 2012 documents from BoR Associate Commissioner for Teacher and Leader Initiatives and BoR Associate Commissioner for Finance and Administration	Marino	1/20/13	1/31/13	2/7/13
	16.2.3.6	Scan December 2012 HE/MOA Activity Report and documentation	Marino	1/24/13	1/31/13	2/8/13
	16.2.3.7	Submit signed December 2012 invoice to the Division of Administration	Marino	1/26/13	1/31/13	2/8/13
	16.2.3.8	Submit December 2012 signed invoice to the Florida Department of Education	Division of Administration	1/27/13	1/31/13	2/8/13
	16.2.3.9	Submit December 2012 HE/MOA Activity Report and documentation to the Florida Department of Education	Division of Administration	1/27/13	1/31/13	2/8/13
16.2.4	Process January 2013 PARCC (Florida) invoices and activity reports					
	16.2.4.1	Update State Project Management Plan for January 2013	Marino/Burns	2/1/13	2/28/13	2/1/13
	16.2.4.2	Prepare January 2013 invoices for payment	Division of Administration	2/1/13	2/28/13	3/18/13
	16.2.4.3	Reconcile internal budget with January 2013 PARCC invoice	Marino	2/1/13	2/28/13	3/19/13
	16.2.4.4	Prepare January 2013 HE/MOA Activity Report and documentation	Marino	2/1/13	2/28/13	3/18/13
	16.2.5.5	Attain signatures for all January 2013 documents from BoR Associate Commissioner for Teacher and Leader Initiatives and BoR Associate Commissioner for Finance and Administration	Marino	2/1/13	2/28/13	3/22/13
	16.2.5.6	Scan January 2013 HE/MOA Activity Report and documentation	Marino	2/1/13	2/28/13	3/25/13
	16.2.5.7	Submit January 2013 signed invoice to the Division of Administration	Marino	2/1/13	2/28/13	3/25/13
	16.2.5.8	Submit January 2013 signed invoice to the Florida Department of Education	Division of Administration	2/1/13	2/28/13	3/25/13
	16.2.5.9	Submit January 2013 HE/MOA Activity Report and documentation to the Florida Department of Education	Division of Administration	2/1/13	2/28/13	3/25/13
16.2.5	Process February 2013 PARCC (Florida) invoices and activity reports					
	16.2.5.1	Update State Project Management Plan for February 2013	Marino/Burns	3/1/13	3/31/13	3/20/13
	16.2.5.2	Prepare February 2013 invoices for payment	Division of Administration	3/1/13	3/31/13	3/18/13
	16.2.5.3	Reconcile internal budget with February 2013 PARCC invoice	Marino	3/1/13	3/31/13	3/20/13
	16.2.5.4	Prepare February 2013 HE/MOA Activity Report and documentation	Marino	3/1/13	3/31/13	3/18/13
	16.2.5.5	Attain signatures for all February 2013 documents from BoR Associate Commissioner for Teacher and Leader Initiatives and BoR Associate Commissioner for Finance and Administration	Marino	3/1/13	3/31/13	3/22/13
	16.2.5.6	Scan February 2013 HE/MOA Activity Report and documentation	Marino	3/1/13	3/31/13	3/25/13

		16.2.5.7	Submit February 2013 signed invoice to the Division of Administration	Marino	3/1/13	3/31/13	3/25/13
		16.2.5.8	Submit February 2013 signed invoice to the Florida Department of Education	Division of Administration	3/1/13	3/31/13	3/25/13
		16.2.5.9	Submit February 2013 HE/MOA Activity Report and documentation to the Florida Department of Education	Division of Administration	3/1/13	3/31/13	3/25/13
	16.2.6	Process March 2013 PARCC (Florida) invoices and activity reports					
		16.2.6.1	Update State Project Management Plan for March 2013	Marino/Burns	4/1/13	4/30/13	4/29/13
		16.2.6.2	Prepare March 2013 invoices for payment	Division of Administration	4/1/13	4/30/13	4/29/13
		16.2.6.3	Reconcile internal budget with March 2013 PARCC invoice	Marino	4/1/13	4/30/13	4/29/13
		16.2.6.4	Prepare March 2013 HE/MOA Activity Report and documentation	Marino	4/1/13	4/30/13	4/30/13
		16.2.6.5	Attain signatures for all March 2013 documents from BoR Associate Commissioner for Teacher and Leader Initiatives and BoR Associate Commissioner for Finance and Administration	Marino	4/1/13	4/30/13	4/30/13
		16.2.6.6	Scan March 2013 HE/MOA Activity Report and documentation	Marino	4/1/13	4/30/13	4/30/13
		16.2.6.7	Submit March 2013 signed invoice to the Division of Administration	Marino	4/1/13	4/30/13	4/30/13
		16.2.6.8	Submit March 2013 signed invoice to the Florida Department of Education	Division of Administration	4/1/13	4/30/13	4/30/13
		16.2.6.9	Submit March 2013 HE/MOA Activity Report and documentation to the Florida Department of Education	Division of Administration	4/1/13	4/30/13	4/30/13
	16.2.7	Process April 2013 PARCC (Florida) invoice and activity report					
		16.2.7.1	Update State Project Management Plan for April 2013	Marino/Burns	5/1/13	5/31/13	6/7/13
		16.2.7.2	Prepare April 2013 invoice for payment	Division of Administration	5/1/13	5/31/13	6/24/13
		16.2.7.3	Reconcile internal budget with April 2013 PARCC invoice	Marino	5/1/13	5/31/13	6/24/13
		16.2.7.4	Prepare April 2013 HE/MOA Activity Report and documentation	Marino	5/1/13	5/31/13	6/7/13
		16.2.7.5	Attain signatures for all April 2013 documents from BoR Associate Commissioner for Teacher and Leader Initiatives and BoR Associate Commissioner for Finance and Administration	Marino	5/1/13	5/31/13	6/24/13
		16.2.7.6	Scan April 2013 HE/MOA Activity Report and documentation	Marino	5/1/13	5/31/13	6/24/13
		16.2.7.7	Submit April 2013 signed invoice to the Division of Administration	Marino	5/1/13	5/31/13	6/24/13
		16.2.7.8	Submit April 2013 signed invoice to the Florida Department of Education	Division of Administration	5/1/13	5/31/13	6/24/13
		16.2.7.9	Submit April 2013 HE/MOA Activity Report and documentation to the Florida Department of Education	Division of Administration	5/1/13	5/31/13	6/24/13
	16.2.8	Process May 2013 PARCC (Florida) invoice and activity report					
		16.2.8.1	Update State Project Management Plan for May 2013	Marino/Burns/Avery	6/1/13	6/30/13	6/7/13
		16.2.8.2	Prepare May 2013 invoice for payment	Division of Administration	6/1/13	6/30/13	6/24/13
		16.2.8.3	Reconcile internal budget with April 2013 PARCC invoice	Marino	6/1/13	6/30/13	6/24/13
		16.2.8.4	Prepare May 2013 HE/MOA Activity Report and documentation	Marino	6/1/13	6/30/13	6/7/13
		16.2.8.5	Attain signatures for all May 2013 documents from BoR Associate	Marino	6/1/13	6/30/13	6/24/13

			Commissioner for Teacher and Leader Initiatives and BoR Associate Commissioner for Finance and Administration				
		16.2.8.6	Scan May 2013 HE/MOA Activity Report and documentation	Marino	6/1/13	6/30/13	6/18/13
		16.2.8.7	Submit May 2013 signed invoice to the Division of Administration	Marino	6/1/13	6/30/13	6/18/13
		16.2.8.8	Submit May 2013 signed invoice to the Florida Department of Education	Division of Administration	6/1/13	6/30/13	6/24/13
		16.2.8.9	Submit May 2013 HE/MOA Activity Report and documentation to the Florida Department of Education	Division of Administration	6/1/13	6/30/13	6/24/13
	16.2.9		Process June 2013 PARCC (Florida) invoice and activity report				
		16.2.9.1	Update State Project Management Plan for June 2013	Marino/Burns/Avery	7/1/13	7/31/13	7/12/13
		16.2.9.2	Prepare June 2013 invoice for payment	Division of Administration	7/1/13	7/31/13	7/18/13
		16.2.9.3	Reconcile internal budget with June 2013 PARCC invoice	Marino	7/1/13	7/31/13	7/18/13
		16.2.9.4	Prepare June 2013 HE/MOA Activity Report and documentation	Marino	7/1/13	7/31/13	7/12/13
		16.2.9.5	Attain signatures for all June 2013 documents from BoR Associate Commissioner for Teacher and Leader Initiatives and BoR Associate Commissioner for Finance and Administration	Marino	7/1/13	7/31/13	7/19/13
		16.2.9.6	Scan June 2013 HE/MOA Activity Report and documentation	Marino	7/1/13	7/31/13	7/19/13
		16.2.9.7	Submit June 2013 signed invoice to the Division of Administration	Marino	7/1/13	7/31/13	7/19/13
		16.2.9.8	Submit June 2013 signed invoice to the Florida Department of Education	Division of Administration	7/1/13	7/31/13	7/22/13
		16.2.9.9	Submit June 2013 HE/MOA Activity Report and documentation to the Florida Department of Education	Division of Administration	7/1/13	7/31/13	7/22/13
		16.2.9.10	Prepare 13 th period for fiscal year 2013/2014 invoice for payment	Division of Administration	7/1/13	8/31/13	8/5/13
		16.2.9.11	Reconcile internal budget with 13 th period for fiscal year 2013/2014 invoice	Marino	7/1/13	8/31/13	8/5/13
		16.2.9.12	Attain signatures for all 13 th period for fiscal year 2013/2014 documents from BoR Associate Commissioner for Teacher and Leader Initiatives and BoR Associate Commissioner for Finance and Administration	Marino	7/1/13	8/31/13	8/5/13
		16.2.9.13	Scan the 13 th period invoice for fiscal year 2013/2014	Marino	7/1/13	8/31/13	8/5/13
		16.2.9.14	Submit 13 th period invoice for fiscal year 2013/2014 to the Division of Administration	Marino	7/1/13	8/31/13	8/5/13
		16.2.9.15	Submit 13 th period invoice for fiscal year 2013/2014 to the Florida Department of Education	Division of Administration	7/1/13	8/31/13	8/5/13
	16.3		Process Year 3 (2013/2014) invoices and activity reports for payment monthly				
		16.3.1	Process July 2013 PARCC (Florida) invoices and activity reports				
		16.3.1.1	Update State Project Management Report for July 2013	Marino/Burns/Avery	8/1/13	8/31/13	8/23/13
		16.3.1.2	Prepare July 2013 invoices for payment	Division of Administration	8/1/13	8/31/13	9/6/13
		16.3.1.3	Reconcile internal budget with July 2013 PARCC invoice	Marino	8/1/13	8/31/13	9/6/13
		16.3.1.4	Prepare July 2013 HE/MOA Activity Report and documentation	Marino/Avery	8/1/13	8/31/13	8/23/13

		16.3.1.5	Attain signatures for all July 2013 documents from BoR Associate Commissioner for Teacher and Leader Initiatives and BoR Associate Commissioner for Finance and Administration	Marino	8/1/13	8/31/13	9/6/13
		16.3.1.6	Scan July 2013 JE/MOA Activity Report and documentation	Marino	8/1/13	8/31/13	8/23/13
		16.3.1.7	Submit signed July 2013 invoice to the Division of Administration	Marino	8/1/13	8/31/13	9/6/13
		16.3.1.8	Submit July 2013 signed invoice to Florida Department of Education	Division of Administration	8/1/13	8/31/13	9/6/13
		16.3.1.9	Submit July 2013 HE/MOA Activity Report and documentation to the Florida Department of Education	Division of Administration/ Marino	8/1/13	8/31/13	9/6/13
	16.3.2	Process August 2013 PARCC (Florida) invoices and activity reports					
		16.3.2.1	Update State Project Management Plan for August 2013	Marino/Burns/Avery	9/1/13	9/30/13	10/1/13
		16.3.2.2	Prepare August 2013 invoices for payment	Division of Administration	9/1/13	9/30/13	10/09/13
		16.3.2.3	Reconcile internal budget with August 2013 PARCC invoice	Marino	9/1/13	9/30/13	10/10/13
		16.3.2.4	Prepare August 2013 HE/MOA Activity Report and documentation	Marino/Avery	9/1/13	9/30/13	10/3/13
		16.3.2.5	Attain signatures for all August 2013 documents from BoR Associate Commissioner for Teacher and Leader Initiatives and BoR Associate Commissioner for Finance and Administration	Marino	9/1/13	9/30/13	10/10/13
		16.3.2.6	Scan August 2013 HE/MOA Activity Report and documentation	Marino	9/1/13	9/30/13	10/3/13
		16.3.2.7	Submit signed August 2013 invoice to the Division of Administration	Marino	9/1/13	9/30/13	10/10/13
		16.3.2.8	Submit August 2013 signed invoice to Florida Department of Education	Division of Administration	9/1/13	9/30/13	10/10/13
		16.3.2.9	Submit August 2013 HE/MOA Activity Report and documentation to the Florida Department of Education	Division of Administration/ Marino	9/1/13	9/30/13	10/10/13
	16.3.3	Process September 2013 PARCC (Florida) invoices and activity reports					
		16.3.3.1	Update State Project Management Plan for September 2013	Marino/Burns/Avery	10/1/13	10/31/13	10/8/13
		16.3.3.2	Prepare September 2013 invoices for payment	Division of Administration	10/1/13	10/31/13	10/9/13
		16.3.3.3	Reconcile internal budget with September 2013 PARCC invoice	Marino	10/1/13	10/31/13	10/10/13
		16.3.3.4	Prepare September 2013 HE/MOA Activity Report and documentation	Marino/Avery	10/1/13	10/31/13	10/9/13
		16.3.3.5	Attain signatures for all September 2013 documents from BoR Associate Commissioner for Teacher and Leader Initiatives and BoR Associate Commissioner for Finance and Administration	Marino	10/1/13	10/31/13	10/10/13
		16.3.3.6	Scan September 2013 HE/MOA Activity Report and documentation	Marino	10/1/13	10/31/13	10/10/13
		16.3.3.7	Submit signed September 2013 invoice to the Division of Administration	Marino	10/1/13	10/31/13	10/10/13
		16.3.3.8	Submit September 2013 signed invoice to Florida Department of Education	Division of Administration	10/1/13	10/31/13	10/10/13
		16.3.3.9	Submit September 2013 HE/MOA Activity Report and documentation to the Florida Department of Education	Division of Administration/ Marino	10/1/13	10/31/13	10/10/13
	16.3.4	Process the final PARCC invoice for Year Two (PAR2-12) (Florida) and activity					

	reports					
	16.3.4.1	Update State Project Management Plan for October 2013	Marino/Burns/Avery	11/1/13	11/30/13	11/12/13
	16.3.4.2	Prepare final Year Two (PAR2-12) invoice for payment	Division of Administration	11/1/13	11/30/13	11/8/13
	16.3.4.3	Reconcile internal budget with final Year Two (PAR2-12) PARCC invoice	Marino	11/1/13	11/30/13	11/12/13
	16.3.4.4	Prepare October 2013 HE/MOA Activity Report and Documentation	Marino/Avery	11/1/13	11/30/13	11/12/13
	16.3.4.5	Attain signatures for all final Year Two (PAR2-12) documents from BoR Associate Commissioner for Teacher and Leader Initiatives and BoR Associate Commissioner for Finance and Administration	Marino	11/1/13	11/30/13	11/12/13
	16.3.4.6	Scan October 2013 HE/MOA Activity Report and documentation	Marino	11/1/13	11/30/13	11/13/13
	16.3.4.7	Submit signed final Year Two (PAR2-12) invoice to the Division of Administration	Marino	11/1/13	11/30/13	11/13/13
	16.3.4.8	Submit final Year Two (PAR2-12) signed invoice to Florida Department of Education	Division of Administration	11/1/13	11/30/13	11/14/13
	16.3.4.9	Submit October 2013 HE/MOA Activity Report and documentation to the Florida Department of Education	Division of Administration	11/11/13	11/30/13	11/14/13
16.3.5	Process October 2013 PARCC (Florida) invoices and activity reports					
	16.3.5.1	Update State Project Management Plan for October 2013	Marino/Burns/Avery	11/1/13	11/30/13	11/12/13
	16.3.5.2	Prepare October 2013 invoice for payment	Division of Administration	11/1/13	11/30/13	11/21/13
	16.3.5.3	Reconcile internal budget with October 2013 PARCC invoice	Marino	11/1/13	12/10/13	12/04/13
	16.3.5.4	Prepare October 2013 HE/MOA Activity Report and documentation	Marino/Avery	11/1/13	11/30/13	11/12/13
	16.3.5.5	Attain signatures for all October 2013 documents from BoR Associate Commissioner for Teacher and Leader Initiatives and BoR Associate Commissioner for Finance and Administration	Marino	11/1/13	12/10/13	12/04/13
	16.3.5.6	Scan October 2013 HE/MOA Activity Report and documentation	Marino	11/1/13	11/30/13	11/13/13
	16.3.5.7	Submit signed October 2013 invoice to the Division of Administration	Marino	11/1/13	12/10/13	12/05/13
	16.3.5.8	Submit October 2013 signed invoice to Florida Department of Education	Division of Administration	11/1/13	12/10/13	12/05/13
	16.3.5.9	Submit October 2013 HE/MOA Activity Report and documentation to the Florida Department of Education	Division of Administration	11/1/13	12/10/13	12/05/13
16.3.6	Process November 2013 PARCC (Florida) invoice and activity report					
	16.3.6.1	Update State Project Management Plan for November 2013	Marino/Burns/Avery	12/1/13	12/10/13	12/4/13
	16.3.6.2	Prepare November 2013 invoice for payment	Division of Administration	12/1/13	12/10/13	12/10/13
	16.3.6.3	Reconcile internal budget with November 2013 PARCC invoice	Marino	12/1/13	12/10/13	12/10/13
	16.3.6.4	Prepare November 2013 HE/MOA Activity Report and Documentation	Marino/Avery	12/1/13	12/10/13	12/16/13
	16.3.6.5	Attain signatures for all November 2013 documents from BoR Associate Commissioner for Teacher and Leader Initiatives and BoR Associate Commissioner for Finance and Administration	Marino	12/1/13	12/10/13	12/10/13
	16.3.6.6	Scan November 2013 HE/MOA Activity Report and documentation	Marino	12/1/13	12/10/13	12/16/13
	16.3.6.7	Submit signed November 2013 invoice to Division of Administration	Marino	12/1/13	12/10/13	12/10/13

		16.3.6.8	Submit November 2013 signed invoice to Florida Department of Education	Division of Administration	12/1/13	12/10/13	12/10/13
		16.3.6.9	Submit November HE/MOA Activity Report and documentation to the Florida Department of Education	Division of Administration	12/1/13	12/10/13	12/10/13
16.3.7		Process December 1 – 10, 2013 PARCC (Florida) invoice and activity report					
	16.3.7.1	Update State Project Management Plan for December 2013		Marino/Burns/Avery	12/1/13	12/10/13	12/4/13
	16.3.7.2	Prepare December 2013 invoice for payment		Division of Administration	12/1/13	12/11/13	12/11/13
	16.3.7.3	Reconcile internal budget with December 2013 PARCC invoice		Marino	12/1/13	12/10/13	12/11/13
	16.3.7.4	Prepare December 2013 HE/MOA Activity Report and Documentation		Marino/Avery	12/1/13	12/12/13	12/12/13
	16.3.7.5	Attain signatures for all December 2013 documents from BoR Associate Commissioner for Teacher and Leader Initiatives and BoR Associate Commissioner for Finance and Administration		Marino	12/1/13	12/11/13	12/11/13
	16.3.7.6	Scan December 2013 HE/MOA Activity Report and documentation		Marino	12/1/13	12/11/13	12/11/13
	16.3.7.7	Submit signed December 2013 invoice to Division of Administration		Marino	12/1/13	12/11/13	12/11/13
	16.3.7.8	Submit December 2013 signed invoice to Florida Department of Education		Division of Administration	12/1/13	12/12/13	12/12/13
	16.3.7.9	Submit December 2013 HE/MOA Activity Report and documentation to the Florida Department of Education		Division of Administration	12/1/13	12/12/13	12/12/13
16.3.8		Process January 2014 – March 2014 PARCC, Inc. invoice and activity report					
	16.3.8.1	Update State Project Management Plan for January – March 2014		Marino/Burns/Avery	1/1/14	4/24/14	4/24/14
	16.3.8.2	Prepare January 1 – 31, 2013 invoice for payment		Division of Administration	1/1/14	5/2/14	5/2/14
	16.3.8.3	Prepare February 1 – February 28, 2014 invoice for payment		Division of Administration	2/1/14	5/2/14	5/2/14
	16.3.8.4	Prepare March 1 – March 31, 2014 invoice for payment		Division of Administration	3/1/14	5/2/14	5/2/14
	16.3.8.5	Reconcile internal budget with January 1 – March 31, 2014 invoices		Marino	5/2/14	5/5/14	5/5/14
	16.3.8.6	Prepare January 1 – 31, 2014 HE/MOA Activity Report and documentation		Marino	2/1/14	5/1/14	5/1/14
	16.3.8.7	Prepare February 1 – 28, 2014 HE/MOA Activity Report and documentation		Marino	3/1/14	5/1/14	5/1/14
	16.3.8.8	Prepare March 1 – March 31, 2014 HE/MOA Activity Report and documentation		Marino	4/1/14	5/1/14	5/1/14
	16.3.8.9	Attain signatures for all January, February, and March 2014 documents from BoR Associate Commissioner for Teacher and Leader Initiatives and BoR Associate Commissioner for Finance and Administration		Marino	5/5/14	5/5/14	5/6/14
	16.3.8.10	Scan January, February, and March 2014 HE/MOA Activity Reports and documentation		Marino	5/6/14	5/6/14	5/6/14
	16.3.8.11	Submit signed January, February, and March 2014 invoice to the Division of Administration		Marino	5/6/14	5/6/14	5/6/14

		16.3.8.12	Submit January, February, and March 2014 signed invoice to PARCC, Inc.	Division of Administration	5/7/14	5/7/14	5/7/14
		16.3.8.13	Submit January, February, and March 2014 HE/MOA Activity Report and documentation to PARCC, Inc.	Division of Administration	5/7/14	5/7/14	5/7/14
	16.3.9	Process April 2014 PARCC, Inc. invoice and activity report					
		16.3.9.1	Update State Project Management Plan for April 2014	Marino/Burns/Avery	5/1/14	5/30/14	5/27/14
		16.3.9.2	Prepare April 2014 invoice for payment	Division of Administration	5/1/14	5/30/14	5/21/14
		16.3.9.3	Reconcile internal budget with April 2014 invoice	Marino	5/1/14	5/30/14	5/22/14
		16.3.9.4	Prepare April 2014 HE/MOA Activity Report and documentation	Marino	5/1/14	5/30/14	5/28/14
		16.3.9.5	Attain signatures for April 2014 documents from BoR Associate Commissioner for Teacher and Leader Initiatives and BoR Associate Commissioner for Finance and Administration	Marino	5/1/14	5/30/14	5/28/14
		16.3.9.6	Scan April 2014 HE/MOA Activity Reports and documentation and submit to the Division of Administration.	Marino	5/1/14	5/30/14	5/28/14
		16.3.9.7	Submit signed April 2014 invoice to the Division of Administration	Marino	5/1/14	5/30/14	5/28/14
		16.3.9.8	Submit April 2014 signed invoice to PARCC, Inc.	Division of Administration	5/1/14	5/30/14	5/28/14
		16.3.9.9	Submit April 2014 HE/MOA Activity Report and documentation to PARCC, Inc.	Division of Administration	5/1/14	5/30/14	5/28/14
	16.3.10	Process May 2014 PARCC, Inc. invoice and activity report					
		16.3.10.1	Update State Project Management Plan for May 2014	Marino/Burns/Avery	6/1/14	6/30/14	6/16/14
		16.3.10.2	Prepare May 2014 invoice for payment	Division of Administration	6/1/14	6/30/14	6/13/14
		16.3.10.3	Reconcile internal budget with May 2014 invoice	Marino	6/1/14	6/30/14	6/16/14
		16.3.10.4	Prepare May 2014 HE/MOA Activity Report and documentation	Marino	6/1/14	6/30/14	6/16/14
		16.3.10.5	Attain signatures for May 2014 documents from BoR Associate Commissioner for Teacher and Leader Initiatives and BoR Associate Commissioner for Finance and Administration	Marino	6/1/14	6/30/14	6/17/14
		16.3.10.6	Scan May 2014 HE/MOA Activity Reports and documentation and send to the Division of Administration.	Marino	6/1/14	6/30/14	6/17/14
		16.3.10.7	Submit signed May 2014 invoice to the Division of Administration	Marino	6/1/14	6/30/14	6/17/14
		16.3.10.8	Submit May 2014 signed invoice to PARCC, Inc.	Division of Administration	6/1/14	6/30/14	6/17/14
		16.3.10.9	Submit May 2014 HE/MOA Activity Report and documentation to PARCC, Inc.	Division of Administration	6/1/14	6/30/14	7/15/14
	16.3.11	Process June 2014 PARCC, Inc. invoice and activity report					
		16.3.11.1	Update State Project Management Plan for June 2014	Marino/Burns/Avery	7/1/14	7/31/14	8/5/14
		16.3.11.2	Prepare June 2014 invoice for payment	Division of Administration	7/1/14	7/31/14	7/7/14
		16.3.11.3	Reconcile internal budget with June 2014 invoice	Marino	7/1/14	7/31/14	7/28/14
		16.3.11.4	Prepare June 2014 HE/MOA Activity Report and documentation	Marino	7/1/14	7/31/14	8/5/14
		16.3.11.5	Attain signatures for June 2014 documents from BoR Associate	Marino	7/1/14	7/31/14	7/29/14

		Commissioner for Teacher and Leader Initiatives and BoR Associate Commissioner for Finance and Administration				
	16.3.11.6	Scan June 2014 HE/MOA Activity Report and documentation and send to the Division of Administration	Marino	7/1/14	7/31/14	8/5/14
	16.3.11.7	Submit signed June 2014 invoice to the Division of Administration	Marino	7/1/14	7/31/14	7/29/14
	16.3.11.8	Submit June 2014 signed invoice to PARCC, Inc.	Division of Administration	7/1/14	7/31/14	7/29/14
	16.3.11.9	Submit June 2014 HE/MOA Activity Report and documentation to PARCC, Inc.	Marino	7/1/14	7/31/14	8/05/14
16.3.12	Process July 2014 PARCC, Inc. invoice and activity report					
	16.3.12.1	Update State Project Management Plan for July 2014	Marino	8/1/14	8/31/14	8/20/14
	16.3.12.2	Prepare July 2014 Invoice for payment	Division of Administration	8/1/14	8/31/14	9/8/14
	16.3.12.3	Reconcile Internal budget with July 2014 invoice	Marino	8/1/14	8/31/14	9/11/14
	16.3.12.4	Prepare July 2014 HE/MOA Activity Report and documentation	Marino	8/1/14	8/31/14	8/20/14
	16.3.12.5	Attain signatures for July 2014 documents from BoR Associate Commissioner for Teacher and Leader Initiatives and BoR Associate Commissioner for Finance and Administration	Marino	8/1/14	8/31/14	9/12/14
	16.3.12.6	Scan July 2014 HE/MOA Activity Report and documentation & submit to the Division of Administration.	Marino	8/1/14	8/31/14	9/10/14
	16.3.12.7	Submit signed July 2014 invoice to the Division of Administration	Marino	8/1/14	8/31/14	9/12/14
	16.3.12.8	Submit July 2014 signed invoice to PARCC, Inc.	Division of Administration	8/1/14	8/31/14	9/12/14
	16.3.12.9	Submit July 2014 HE/MOA Activity Report and documentation to PARCC, Inc.	Division of Administration	8/1/14	8/31/14	9/12/14
16.3.13	Process August 2014 PARCC, Inc. invoice and activity report					
	16.3.13.1	Update State Project Management Plan for August 2014	Marino	9/1/14	9/30/14	9/9/14
	16.3.13.2	Prepare August 2014 invoice for payment	Division of Administration	9/1/14	9/30/14	9/8/14
	16.3.13.3	Reconcile Internal budget with August 2014 invoice	Marino	9/1/14	9/30/14	9/11/14
	16.3.13.4	Prepare August 2014 HE/MOA Activity Report and documentation	Marino	9/1/14	9/30/14	9/10/14
	16.3.13.5	Attain signatures for August 2014 documents from BoR Associate Commissioner for Teacher and Leader Initiatives and BoR Associate Commissioner for Finance and Administration	Marino	9/1/14	9/30/14	9/12/14
	16.3.13.6	Scan August 2014 HE/MOA Activity Report and documentation & submit to the Division of Administration.	Marino	9/1/14	9/30/14	9/11/14
	16.3.13.7	Submit signed August 2014 invoice to the Division of Administration	Marino	9/1/14	9/30/14	9/12/14
	16.3.13.8	Submit August 2014 signed invoice to PARCC, Inc.	Division of Administration	9/1/14	9/30/14	9/11/14
	16.3.13.9	Submit August 2014 HE/MOA Activity Report and documentation to PARCC, Inc.	Division of Administration	9/1/14	9/30/14	9/11/14
16.3.14	Process September 2014 PARCC, Inc. invoice and activity report					
	16.3.14.1	Update State Project Management Plan for September 2014	Marino	9/1/14	9/30/14	9/9/14

	16.3.14.2	Prepare September invoice for payment	Division of Administration	9/1/14	9/30/14	9/24/14
	16.3.14.3	Reconcile Internal budget with September 2014 invoice	Marino	9/1/14	9/30/14	9/29/14
	16.3.14.4	Prepare September 2014 HE/MOA Activity Report and documentation	Marino	9/1/14	9/30/14	9/29/14
	16.3.14.5	Attain signatures for September 2014 documents from BoR Associate Commissioner for Teacher and Leader Initiatives and BoR Associate Commissioner for Finance and Administration	Marino	9/1/14	9/30/14	9/30/14
	16.3.14.6	Scan September 2014 HE/MOA Activity Report and documentation & submit to the Division of Administration	Marino	9/1/14	9/30/14	
	16.3.14.7	Submit signed September 2014 invoice to the Division of Administration	Marino	9/1/14	9/30/14	
	16.3.14.8	Submit September 2014 signed invoice to PARCC, Inc.	Division of Administration	9/1/14	9/30/14	
	16.3.14.9	Submit September 2014 HE/MOA Activity Report and documentation to PARCC, Inc.	Division of Administration	9/1/14	9/30/14	
16.4	Prepare and submit final progress and expenditure reports to PARCC, Inc. (must include all three years)		Burns & Marino	2/01/12	9/30/14	
17.0	Blue Ribbon Commission for Educational Excellence Recommendations					
17.1	Notify Blue Ribbon Commission for Educational Excellence members of appointment to Commission that will be charged during 2011-13 to address challenges with PARCC		Burns & Marino	9/1/11	10/1/11	10/1/11
17.2	Conduct first Blue Ribbon Commission meeting on October 6, 2011					
	17.2.1	Locate and make arrangements for speaker, identify meeting materials about PARCC, and prepare PowerPoint slides for first BRC meeting	Burns/Norton/Marino	9/1/11	10/5/11	10/1/11
	17.2.2	Contact members to verify attendance, secure a location for the meeting, provide facility with set-up and audio-visual requests, identify and select a caterer, select a menu for the lunch, request purchase orders, update participant lists, update name tags, update name plates, copy handouts, prepare folders, and transport materials to the first BRC meeting location	Marino/Dyer	9/1/11	10/6/11	10/6/11
	17.2.3	Conduct the first meeting of the Blue Ribbon Commission on October 6, 2011 with national speaker from PARCC	Burns/Norton/Marino	10/6/11	10/6/11	10/6/11
	17.2.4	Process payments for facility and caterer, prepare minutes for meetings, and send folders to Commission members that could not attend the first Blue Ribbon Commission meeting	Marino	10/7/11	11/09/11	11/09/11
17.3	Conduct second Blue Ribbon Commission meeting on November 10, 2011					
	17.3.1	Locate and make arrangements for speakers, identify meeting materials about CCSS/PARCC impact upon educators, prepare PowerPoint slides, and generate draft recommendations based upon responses from Commission members for the second Blue Ribbon Commission meeting	Burns/Norton/Marino	10/7/11	11/09/11	11/9/11
	17.3.2	Contact members to verify attendance, provide meeting facility with set-up and audio-visual requests, identify and select a caterer, select a menu for the lunch, request purchase orders, update participant lists, update name tags, update name plates, copy handouts, prepare folders, and transport materials to the second Blue Ribbon	Marino/Dyer	10/07/11	11/10/11	11/10/11

		Commission meeting location				
	17.3.3	Conduct the second meeting of the Blue Ribbon Commission on November 10, 2011 with focus on teacher needs to respond to CCSS & PARCC	Burns/Norton/ Marino	11/10/11	11/10/11	11/10/11
	17.3.4	Process payments for facility and caterer, prepare minutes for meetings, and send folders to Commission members that could not attend the second Blue Ribbon Commission meeting	Marino/Dyer	11/11/11	12/30/11	12/30/11
17.4	Conduct third Blue Ribbon Commission meeting on February 16, 2012					
	17.4.1	Locate and make arrangements for speakers, identify meeting materials about college incentives and remedial/developmental education as they related to CCSS/PARCC, prepare PowerPoint slides, and revise draft recommendations based upon responses from Commission members at the second meeting for the third Blue Ribbon Commission meeting	Burns/Norton/ Marino	11/11/11	2/15/12	2/15/12
	17.4.2	Contact members to verify attendance, provide meeting facility with set-up and audio-visual requests, identify and select a caterer, select a menu for the lunch, request purchase orders, update participant lists, update name tags, update name plates, copy handouts, prepare folders, and transport materials to the third Blue Ribbon Commission meeting location	Marino/Dyer	11/11/11	2/16/12	2/16/12
	17.4.3	Conduct the third meeting of the Blue Ribbon Commission on February 16, 2012 with focus on college incentives and remedial/developmental education in response to CCSS/PARCC	Burns/Norton/ Marino	2/16/12	2/16/12	2/16/12
	17.4.4	Process payments for facility and caterer, prepare minutes for meeting, and send folders to Commission members that could not attend the third Blue Ribbon Commission meeting.	Marino	2/17/12	3/14/12	3/14/12
17.5	Conduct fourth Blue Ribbon Commission meeting on March 15, 2012					
	17.5.1	Locate and make arrangements for speakers, identify meeting materials about technology needs as they related to CCSS/PARCC, prepare PowerPoint slides, and revise draft recommendations based upon responses from Commission members at the third meeting for the fourth BRC meeting	Burns/Norton/ Marino	2/17/12	3/14/12	3/14/12
	17.5.2	Contact members to verify attendance, provide meeting facility with set-up and audio-visual requests, identify and select a caterer, select a menu for the lunch, request purchase orders, update participant lists, update name tags, update name plates, copy handouts, prepare folders, and transport materials to the fourth BRC meeting	Marino/Dyer	2/17/12	3/15/12	3/15/12
	17.5.3	Conduct fourth meeting on the Blue Ribbon Commission March 15, 2012 with a focus on technology to successfully address CCSS/PARCC	Burns/Norton/ Marino	3/15/12	3/15/12	3/15/12
	17.5.4	Process payments for facility and caterer, prepare minutes for meetings, and send folders to Commission members that could not attend the fourth Blue Ribbon Commission meeting	Marino/Dyer	3/16/12	4/30/12	4/30/12
17.6	Revise the draft recommendations based upon responses from Commission members at the fourth meeting and have Commission members electronically provide feedback about the draft recommendations		Burns/Norton/ Marino	3/16/12	4/30/12	4/30/12
17.7	Conduct fifth Blue Ribbon Commission meeting on May 10, 2012					
	17.7.1	Locate resources to help educators and parents address the CCSS/PARCC and revise draft Commission recommendations based upon feedback for the fifth Blue Ribbon	Burns/Norton/ Marino	5/1/12	5/09/12	5/09/12

		Commission meeting				
	17.7.2	Contact members to verify attendance, provide meeting facility with set-up and audio-visual requests, identify and select a caterer, select a menu for the lunch, request purchase orders, update participant lists, update name tags, update name plates, copy handouts, prepare folders, and transport materials to the fifth Blue Ribbon Commission meeting location	Marino/Dyer	5/1/12	5/10/12	5/10/12
	17.7.3	Conduct fifth meeting of the Blue Ribbon Commission on May 10, 2012 with a focus on CCSS/PARCC resources and support and have Commission members reach final consensus about recommendations for the Blue Ribbon Commission Report	Burns/Norton/ Marino	5/10/12	5/10/12	5/10/12
	17.7.4	Process payments for facility and caterer, prepare minutes for meetings, and send folders to Commission members that could not attend the fifth Blue Ribbon Commission meeting	Burns/Dyer	5/11/12	6/8/12	6/8/12
17.8	Revise draft recommendations based upon responses from Commission members at the fifth meeting and prepare a draft of the Blue Ribbon Commission for Educational Excellence Year Thirteen Report		Burns/Norton/ Marino	5/11/12	6/8/12	6/6/12
17.9	Send a copy of the Blue Ribbon Commission for Educational Excellence Year Thirteen Report via e-mail to Commission members for final input		Burns/Norton/ Marino	6/6/12	6/6/12	6/6/12
17.10	Create a final version of the Blue Ribbon Commission report, prepare an overview of the recommendations, and copy the documents for the joint board meeting		Burns/Norton/ Marino	6/11/12	6/17/12	6/18/12
17.11	Present Blue Ribbon Commission recommendations to the Board of Regents and Board of Elementary and Secondary Education at a joint board meeting		Buquet/Bollinger	6/18/12	6/19/12	6/19/12
17.12	Upload the Blue Ribbon Commission report onto the Board of Regents web site		Marino	6/19/12	6/19/12	6/19/12
18.0	Office Operations					
18.1	Order Office Supplies					
	18.1.1	Order office supplies during May 2012	Marino/Dyer	5/1/12	5/30/12	5/30/12
	18.1.2	Ordered part for Dr. Burns' printer during August 2012	Marino	8/20/12	8/20/12	8/20/12
	18.1.3	Ordered printer supplies October 2012	Marino	10/4/12	11/30/12	11/7/12
	18.1.4	Ordered printer supplies May 2013	Marino	5/28/13	7/31/13	7/11/13
	18.1.5	Ordered Advertising materials May 2013	Marino/Avery	5/21/13	6/10/13	6/4/13
	18.1.6	Ordered office supplies during June 2013	Marino/Dyer	6/20/13	6/30/13	6/27/13
	18.1.7	Ordered office supplies during August 2013	Marino/Dyer	8/8/13	8/22/13	8/15/13
	18.1.8	Ordered office supplies during January 2014	Marino/Dyer	1/21/14	1/31/14	1/31/14
	18.1.9	Ordered printer supplies during April 2014	Marino	4/3/14	4/17/14	4/17/14
	18.1.10	Order office supplies during August 2014	Marino	8/22/14	8/29/14	8/27/14
18.2	Order Equipment					
	18.2.1	Order dual monitor for computer	Marino	5/1/12	5/30/12	5/30/12
	18.2.2	Ordered printer for Dr. Burns	Marino	9/19/12	10/31/12	10/19/12
	18.2.3	Ordered printer for Linda Marino	Marino	5/28/13	7/31/13	7/11/13
	18.2.4	Ordered 2 Computers for Dr. Burns and Linda Marino	Marino	7/18/13	9/30/13	9/5/13
18.3	Hire Core to College Graduate Intern					
	18.3.1	Develop job description for Core to College Graduate Intern	Burns	8/14/12	8/14/12	8/14/12
	18.3.2	Interview candidates for internship	Burns	8/20/12	8/20/12	8/20/12

	18.3.3	Prepare paperwork to hire intern	Marino/Small	8/21/12	8/24/12	8/30/12
19.0	BoR Policy to Use PARCC Assessments					
19.1	Attain BoR approval of policy to add PARCC Assessments to existing placement assessments.					
	19.1.1	After verifying the relationship between the PARCC Level 4 and Level 5 scores and existing college ready assessments (e.g., ACT, PSAT, SAT, etc.), prepare language to add the PARCC assessment to the following BoR Policy 2.18: Minimum Requirements for Placement into Entry Level College-Level Mathematics and English	BoR Academic Affairs Personnel	9/1/2015	9/30/15	
	19.1.2	Provide university system and campus leaders with the proposed changes to BoR Policy 2.18 and request feedback	BoR Academic Affairs Personnel	10/1/15	10/30/15	
	19.1.3	Make necessary changes based upon feedback and present the revised policy to the BoR for approval.	BoR Academic Affairs Personnel	11/1/15	11/30/15	
	19.1.4	Approve the recommendation to add the PARCC assessment to BoR Policy 2.18	Board of Regents	12/1/15	2/15/15	
20.0	Statewide Definition of College and Career Readiness					
20.1	Develop statewide definition of College and Career Readiness that is used by BESE, BoR, LDOE and Workforce Commission					
	20.1.1	Locate existing definitions of college and career readiness from state agencies	Burns & LDOE	9/4/12	9/13/12	9/13/12
	20.1.2	Combine the definitions to create one overall definition of college and career readiness for the State	BoR & LDOE	9/13/14	9/14/12	9/14/12
	20.1.3	Obtain support for the revised definition of college and career readiness from state agencies	BoR & LDOE	9/17/12	5/30/13	5/30/13
	20.1.4	Compare the revised definition of college and career readiness for Louisiana with the proposed definition of college and career ready for PARCC	BoR & LDOE	10/2/12	12/30/12	5/30/13
	20.1.5	Demonstrate the relationship between the revised definition of college and career readiness and the statewide core competencies for mathematics and English language arts	BoR & PARCC Campus Leadership Teams	10/15/12	12/30/13	12/30/13
21.0	Transitional Course for College Readiness					
21.1	Develop and submit a Core to College Optional Activity proposal to develop bridge courses for college readiness.					
	21.1.1	Develop a Core to College Optional Activity proposal.	Avery/Burns	10/1/12	10/18/12	10/18/12
	21.1.2	Obtain input from the LDOE & LCTCS about the contents of the Core to College Optional Activity proposal	Burns	10/19/12	10/19/12	10/19/12
	21.1.3	Submit the Core to College Optional Activity proposal to the Rockefeller Philanthropy Advisors	Avery/Burns	10/15/12	10/15/12	10/15/12
	21.1.4	Participate in a follow-up telephone call with the Rockefeller Philanthropy Advisors regarding revisions to the proposal.	Avery/Burns	11/15/12	11/15/12	11/15/12
	21.1.5	Resubmit the Core to College Optional Activity proposal with revisions.	Avery/Burns	11/30/12	11/30/12	11/30/12
	21.1.6	Participate in a follow-up telephone call with the Rockefeller Philanthropy Advisors about the revisions.	Avery/Burns	12/3/12	12/3/12	12/3/12
	21.1.7	Resubmit the Core to College Optional Activity with additional information about the three district/two-year college partnerships	Avery/Burns	12/3/12	12/3/12	12/3/12
	21.1.8	Notify state personnel of the approval of the Core to College Optional Activity	Burns	1/7/13	1/7/13	1/7/13
	21.1.9	Obtain signatures for agreement to receive funds for the Core to College Optional Activity	Marino	1/31/13	2/6/13	1/31/13

21.2	Participate in SREB/PARCC transitional course consortium.					
	21.2.1	Send an e-mail to Dave Spence at SREB to indicate that Louisiana would like to participate in the SREB/PARCC transitional course consortium	Burns	10/30/12	10/30/12	10/30/12
	21.2.2	Send a second e-mail to Dave Spence at SREB about Louisiana's involvement in the transitional course consortium.	Burns	11/26/12	11/26/12	11/26/12
	21.2.3	Receive notification that Louisiana can be a partner in the SREB/PARCC transitional course consortium.	Spence	11/26/12	11/26/12	11/26/12
	21.2.4	Identify names of state personnel to be members of Optional Activity Team to work with the SREB/PARCC Transitional Course Consortium	Burns	11/1/12	12/13/12	11/26/12
	21.2.5	Submit names of Optional Activity Teams who will be working with the SREB/PARCC Transitional Course Consortium to SREB	Burns	12/13/12	12/13/12	12/13/12
21.3	Participate in the SREB/PARCC Transitional Course Consortium meeting on January 10-11, 2013 in Atlanta, GA					
	21.3.1	Receive notification of the SREB/PARCC Transitional Course Consortium meeting on January 10-11, 2013 in Atlanta, GA	Burns	12/13/12	12/13/12	12/13/12
	21.3.2	Notify Optional Activity Team members about the SREB/PARCC Transitional Course Consortium meeting on January 10-11, 2013 in Atlanta, GA	Burns	12/13/12	12/13/12	12/13/12
	21.3.3	Communicate with Optional Activity Team members who will participate in the SREB/PARCC Transitional Course Consortium meeting on January 10-11, 2013 in Atlanta, GA	Burns	12/14/12	1/9/13	1/9/13
	21.3.4	Attend SREB/PARCC Transitional Course Consortium meeting on January 10-11, 2013 in Atlanta, GA	Avery/Sessions/ Domingue	1/9/13	1/11/13	1/11/13
	21.3.5	Schedule and conduct debriefing meeting about SREB/PARCC Transitional Course Consortium meeting in Atlanta, GA	Burns, Avery, Sessions, Mann, and Domingue	1/14/13	1/14/13	1/14/13
21.4	Identify next steps to implement the Optional Activity and verify support from Commissioner of Higher Education and State Superintendent					
	21.4.1	Develop a draft of next steps for the Optional Activity in the State Project Management Plan	Avery/Burns	1/28/13	2/1/13	2/4/13
	21.4.2	Review the draft and provide feedback about the next steps	Sessions/Mann/ Domingue	2/4/13	2/6/13	2/6/13
	21.4.3	Conduct SREB Course Transition Committee Meeting on January 28, 2013	Burns	1/15/13	1/28/13	1/28/13
	21.4.4	Obtain approval from Commissioner of Higher Education and State Superintendent to implement the Optional Activities identified within the State Project Management Plan	Purcell/White/ and Burns	2/11/13	3/6/13	3/6/13
21.5	Communicate information about the modules, Optional Activity, and SREB/PARCC Transitional Course Consortium					
	21.5.1	Send a copy of the Optional Activity proposal to all PARCC Campus Leadership Team leads	Burns	2/4/13	3/8/13	3/8/13
	21.5.2	Place an electronic copy of the Optional Activity proposal on the BoR's One Stop Shop	Avery	2/4/13	7/30/13	7/30/13
	21.5.3	Participate in Transitional Course Pilot Conference Call with SEDL Representative	Avery	8/1/13	8/20/13	8/14/13
21.6	Secure copies of the modules for the faculty participants from the school/district/community					

	college/university partnerships to critique					
	21.6.1	Identify the date when Louisiana will be provided copies of the literacy modules to critique	Burns	2/1/13	2/5/13	2/1/13
	21.6.2	Readjust dates in the Project Management Plan based upon the date the literacy modules will be disseminated to Louisiana	Burns/Avery/ Sessions/Mann/ Domingue	2/6/13	2/15/13	2/18/13
	21.6.3	Receive copies of the SREB literacy modules	Avery/Burns	2/5/13	4/1/13	2/1/13
	21.6.4	Review the literacy modules to ensure alignment with state expectations	Sessions/LDOE	2/18/13	2/28/13	2/22/13
	21.6.5	Identify the date when Louisiana will be provided copies of the mathematics modules to critique	Burns	2/18/13	3/20/13	3/18/13
	21.6.6	Readjust dates in the Project Management Plan based upon the date the mathematics modules will be disseminated to Louisiana	Burns/Avery/ Sessions/Mann/ Domingue	1/31/13	2/19/13	2/18/13
	21.6.7	Receive copies of the SREB mathematics modules	Avery/Burns	2/1/13	3/18/13	3/18/13
	21.6.8	Review the SREB mathematics modules to ensure alignment with state expectations	Sessions/LDOE	2/1/13	3/18/13	3/18/13
21.7	Identify Participating School Districts and Community Colleges for Optional Activity					
	21.7.1	Conduct a meeting with the Optional Activity Team members to outline criteria for selection of the three schools, three community colleges, and one (or more) universities. The criteria should identify qualifications for faculty participants	Avery/Burns/Mann/ Sessions/Domingue	2/11/13	3/11/13	2/27/13
	21.7.2	Develop criteria for the selection of three schools, community colleges, and universities to participate in the optional activity	Avery/Burns/Mann/ Sessions/Domingue	2/11/13	3/11/13	2/27/13
	21.7.3	Identify potential schools and community colleges that could meet the criteria	Avery/Burns/Mann/ Sessions/Domingue	2/11/13	3/11/13	2/27/13
	21.7.4	Identify content of the application and materials to send to schools and community colleges about involvement in the optional activity	Avery/Burns/Mann/ Sessions/Domingue	2/11/13	3/11/13	2/27/13
	21.7.5	Prepare an application and materials to send to the districts and potential schools to inform them about the Optional Activity. The application should identify the faculty participants and their credentials.	Avery/Burns/Sessions	2/04/13	3/11/13	3/11/13
	21.7.6	Send applications to district superintendents for the purposes of disseminating to area schools	Avery/Burns	2/28/13	4/11/13	4/11/13
	21.7.7	Receive applications from school districts/schools and partner community colleges that are interested in participating in the Optional Activity	Avery/Burns	3/11/13	4/5/13	4/5/13
	21.7.8	Correspond via e-mail with the Optional Activity Team members to confirm the three school/district/community college partnerships that best meet the criteria	Avery/Burns/Mann/ Sessions/Domingue	3/18/13	4/11/13	4/4/13
	21.7.9	Contact one or more universities and invite them to support the selected partnership(s)	Burns/Sessions	3/25/13	4/11/13	4/11/13
	21.7.10	Send a letter to the three school/district/community college/university partnerships to indicate that they have been selected to participate in the Optional Activity	Burns/Sessions	4/1/13	4/12/13	4/11/13
21.8	Convene the faculty participants from the three school/district/community college/university partnerships to critique the SREB modules					
	21.8.1	Contact SREB personnel to conduct conference call about the SREB literacy and mathematics modules for the faculty participants from the three school/district/community college/university partnerships	Avery/Burns	2/18/13	4/15/13	4/15/13

	21.8.2	Conduct conference call to provide orientation about the SREB literacy and mathematics modules	SREB	4/15/13	4/22/13	4/22/13
	21.8.3	Critique the SREB literacy and mathematics modules	Faculty Participants/LDOE Staff	4/15/13	4/26/13	4/26/13
	21.8.4	Receive RSVP from teachers planning to attend the Teacher Development Workshop in Charlotte, NC from July 15-18, 2013	Avery	4/22/13	4/25/13	4/25/13
	21.8.5	Provide written feedback about the SREB literacy and mathematics modules	Faculty Participants/LDOE Staff	4/16/13	4/26/13	4/26/13
	21.8.6	Compile all written and verbal feedback about the SREB literacy and mathematics modules	Avery	4/25/13	4/29/13	4/29/13
	21.8.7	Prepare document to submit to SREB that identifies the feedback about the SREB literacy and mathematics modules	Avery/Burns/Mann/Sessions/Domingue	4/30/13	4/30/13	4/30/13
	21.8.8	Develop a contact data base for all Transitional Courses Pilot Team members in Calcasieu, Iberville, and Jefferson Parishes	Avery	5/3/13	5/14/13	5/14/13
	21.8.9	Send letters to Transitional Courses Pilot Team to confirm dates/times for individual site meetings to be held around the state	Burns	5/14/13	5/17/13	5/17/13
	21.8.10	Submit to SREB list of teachers planning to attend the Teacher Development Workshop in Charlotte, NC from July 15-18, 2013	Avery	4/29/13	5/17/13	5/16/13
	21.8.11	Conduct individual site meetings around the state with Transitional Courses Pilot Team regarding the immediate next steps of the project	Avery/Burns/Sessions/Transitional Courses Pilot Team	4/22/13	6/17/13	6/17/13
	21.8.12	Compile notes from the individual site meetings around the state regarding the Transitional Courses Pilot	Avery/Burns	6/18/13	7/8/13	7/8/13
	21.8.13	Send notes from the individual site meetings around the state to the Transitional Courses Pilot Team	Avery	7/12/13	7/12/13	7/12/13
	21.8.14	Meeting to discuss SREB Training, research agenda, and next steps	Avery/Burns/Sessions	8/1/13	8/1/13	8/1/13
	21.8.15	Conduct conference call with postsecondary education faculty for mid-year update	Avery/Burns/Marino	11/18/13	11/18/13	11/18/13
	21.8.16	Conduct an SREB Transitional Courses Pilot Partnership conference call to provide updates.	Avery/Burns/Sessions/Marino	12/09/13	12/09/13	12/09/13
	21.8.17	Conduct final debriefing conference call with all of the piloting districts	Avery/Burns/Sessions/Marino	5/1/14	5/30/14	5/29/14
	21.8.18	Compile all feedback from the debriefing conference calls and submit them to the districts for approval	Avery	6/2/14	6/30/14	6/26/14
21.9	Begin the transitional courses pilot period					
	21.9.1	Participate in SREB monthly webinar with teachers				
	21.9.1.1	August 2013	Avery/Sessions	8/1/13	8/31/13	8/10/13
	21.9.1.2	September 2013	Avery/Sessions	9/1/13	9/30/13	9/25/13
	21.9.1.3	November 2013	Avery	11/1/13	11/30/13	11/7/13
	21.9.1.4	December 2013	Avery	12/1/13	12/31/13	12/15/13
	21.9.2	Participate in district monthly conference call with teachers	Avery/Burns/Sessions	8/1/13	4/30/14	4/30/14

21.10	Collect and analyze data					
	21.10.1	Conduct an electronic or face to face meeting for faculty participants to provide input into indicators for data collection	Burns/Avery	5/6/13	10/31/13	6/17/13
	21.10.2	Draft list of research questions	Avery	8/1/13	8/5/13	8/5/13
	21.10.3	Revise list of research questions	Avery	8/6/13	8/9/13	8/28/13
	21.10.4	Develop research prospectus, research questions, and data indicators	Avery	2/3/14	2/6/14	2/6/14
	21.10.5	Send list of research prospectus and questions to transitional courses partnership for feedback	Avery	2/6/14	2/6/14	2/6/14
	21.10.6	Receive feedback from transitional courses partnership regarding research prospectus and questions	Avery	2/7/14	2/10/14	2/10/14
	21.10.7	Develop a process to collect data for the indicators	Researcher	5/20/13	2/14/14	2/10/14
	21.10.8	The Louisiana Board of Regents will prepare letters and forms and send them to the district contact persons and teachers in each school district.	Avery	2/10/14	2/17/14	2/17/14
	21.10.9	The pilot teachers will send the signed parent permission forms to the Louisiana Board of Regents and provide the district contact person with a copy of the forms.	Avery	2/17/14	5/5/14	5/5/14
	21.10.10	The pilot teachers will sign the teacher permission forms, return the signed forms to the Louisiana Board of Regents, and provide the district contact person with a copy of the forms.	Avery	2/17/14	5/5/14	5/5/14
	21.10.11	The pilot teachers will fill out the Transitional Course Student Data Form and Transitional Course School Data Form, return it to the Louisiana Board of Regents, and provide the district contact person with a copy of the forms.	Avery	2/17/14	5/23/14	5/23/14
	21.10.12	The Louisiana Board of Regents will collect SREB Student Survey and SREB Teacher Reflection Forms from SREB.	Avery	2/17/14	5/23/14	5/23/14
	21.10.13	The Louisiana Board of Regents will compile all information and contact the teachers and district contact persons if there are any questions about the data.	Avery	5/23/14	5/31/14	5/31/14
	21.10.14	The Louisiana Board of Regents, researcher, and college/university partners will analyze the information and prepare a preliminary report.	BoR	6/2/14	7/11/14	8/29/14
	21.10.15	The Louisiana Board of Regents will schedule a meeting to share the preliminary results with the teachers and district contact persons.	BoR and Partners	7/14/14	9/8/14	9/8/14
	21.10.16	The Louisiana Board of Regents, researcher, and college/university partners will prepare a final report.	BoR	8/1/14	9/30/14	9/30/14
21.11	Participate in SREB Teacher Development Workshop					
	21.11.1	Register for SREB Teacher Development Workshop	Faculty Participants	6/5/13	6/5/13	6/5/13
	21.11.2	Participate in SREB Teacher Development Workshop	Faculty Participants	7/15/13	7/18/13	7/18/13
21.12	Implement modules within school/district/community college/university partnerships					
	21.12.1	Implement the modules during fall 2013	Selected Schools and Districts	8/1/13	12/31/13	12/31/13
	21.12.2	Implement the modules during spring 2014	Selected Schools and Districts	1/1/14	5/30/14	5/30/14
	21.12.3	Have high school students who participate in the module retake the ACT (Grant funds will pay for testing)	Selected Schools and Districts	11/1/13	5/30/14	5/30/14
	21.12.4	Follow school/district procedures for modules to be offered within the three selected high schools during fall 2014 and spring 2015	Selected Schools and Districts	4/1/14	7/30/14	7/30/14

	21.12.5	Use research data to make needed changes to the modules	Optional Activity Team/Faculty Participants/ Researcher	7/1/14	7/30/14	7/30/14
	21.12.6	Implement the modules during fall 2014	Selected Schools and Districts	8/1/14	12/31/14	
	21.12.7	Implement the modules during spring 2015	Selected Schools and Districts	1/1/15	5/30/15	
21.13	Prepare and process contracts and purchase requisitions					
	21.13.1	Researcher				
	21.13.1.1	Identify researcher and resume	Burns	2/18/13	4/14/14	4/14/14
	21.13.2	Faculty Participants				
	21.13.2.1	Develop contact list for faculty participants and university partners	Avery	4/1/13	4/29/13	4/29/13
	21.13.2.2	Draft contracts to the three pilot districts (Calcasieu, Jefferson, and Iberville)	Burns	7/29/13	7/29/13	7/29/13
	21.13.2.3	Review contracts to the three pilot districts (Calcasieu, Jefferson, and Iberville)	Burns/Avery/Marino	8/5/13	8/30/13	8/8/13
	21.13.2.4	Finalize contracts to the three pilot districts (Calcasieu, Jefferson, and Iberville)	Marino	8/5/13	8/30/13	8/8/13
	21.13.2.5	Send contracts to the three pilot districts (Calcasieu, Jefferson, and Iberville)	Marino/Avery	8/5/13	8/30/13	8/8/13
	21.13.2.6	Receive contracts from the three pilot districts (Calcasieu, Jefferson, and Iberville)	Marino/Avery	8/5/13	10/15/13	10/15/13
	21.13.2.7	Draft contracts for the postsecondary education faculty partners	Marino/Avery	11/15/13	11/30/13	11/22/13
	21.13.2.8	Review contracts for the postsecondary education faculty partners	Marino/Avery	11/15/13	11/30/13	11/22/13
	21.13.2.9	Finalize contracts for the postsecondary education faculty partners	Marino/Avery	11/15/13	12/15/13	11/25/13
	21.13.2.10	Send contracts to the postsecondary education faculty for signatures	Marino/Avery	11/15/13	12/15/13	12/15/13
	21.13.2.11	Receive contracts from the postsecondary education faculty	Marino/Avery	11/15/13	12/30/13	12/30/13
	21.13.2.12	Provide copy of fully executed contract to postsecondary education faculty partners	Marino/Avery	11/15/13	12/30/13	12/30/13
	21.13.2.13	Send memos to three pilot districts providing Year 2 budget and budget narrative forms, requesting that they complete the forms, return to the Board of Regents for approval and creation of amendments to the contracts to provide the Year 2 funds. (Calcasieu, Jefferson, and Iberville).	Burns/Marino	1/2/14	2/30/14	2/26/14
	21.13.2.14	Draft amendments to the contracts to the three pilot districts (Calcasieu, Jefferson, and Iberville).	Marino/Avery	1/2/14	4/30/14	4/28/14
	21.13.2.15	Review amendments to the contracts to the three pilot districts (Calcasieu, Jefferson, and Iberville).	Marino/Avery	1/2/14	4/30/14	5/7/14
	21.13.2.16	Finalize amendments to the contracts to the three pilot districts (Calcasieu, Jefferson, and Iberville).	Marino	1/2/14	5/15/14	5/7/14
	21.13.2.17	Send amendment to contracts to the three pilot districts (Calcasieu, Jefferson, and Iberville).	Marino	1/2/14	5/15/14	5/7/14

	21.13.2.18	Receive amendments to the contracts from the three pilot districts (Calcasieu, Jefferson, and Iberville)	Marino	1/2/14	5/15/14	5/12/14
	21.13.2.19	Secure the signature of the Commissioner or Commissioner's Designee on the amendments.	Marino	1/2/14	5/15/14	5/12/14
	21.13.2.20	Provide the three pilot districts (Calcasieu, Jefferson, and Iberville) with a copy of the fully executed amendment to the contract.	Marino	1/2/14	5/15/14	5/15/14
	21.13.3	Purchase teacher participant materials	Marino/Avery	12/30/13	8/15/14	8/4/14
	21.13.4	Purchase ACT testing	Marino/Avery	10/1/13	3/31/14	3/31/14
	21.13.4.1	Students in the Jefferson District take the ACT	Jefferson District	12/14/13	12/14/13	12/14/13
21.14	Develop and implement a plan to communicate information for Transitional Courses Pilot Activities					
	21.14.1	Develop a webpage for Transitional Courses Pilot Activities				
	21.14.1.1	Create draft for a Transitional Courses Pilot webpage to be hosted on the Board of Regents website	Avery/Burns	6/18/13	7/8/13	7/8/13
	21.14.1.2	Send draft of Transitional Courses Pilot webpage to participating pilot districts and higher education partners for feedback	Avery/Burns	7/8/13	7/19/13	7/19/13
	21.14.1.3	Receive feedback and publish Transitional Courses Pilot webpage on the Board of Regents website	Avery	7/22/13	7/31/13	7/30/13
	21.14.2	Update information for the Transitional Courses Pilot Activities webpage				
	21.14.2.1	August 2013	Avery	8/1/13	8/30/13	8/14/13
	21.14.2.2	September 2013	Avery	9/1/13	9/30/13	9/30/13
	21.14.2.2	November 2013	Avery	11/1/13	11/30/13	11/22/13
	21.14.3	Develop a parent-centered webpage for the Transitional Courses Pilot Activities				
	21.14.3.1	Create draft for a Transitional Courses Pilot-Information for Parents webpage to be hosted on the Board of Regents website	Avery/Burns	6/18/13	7/8/13	7/8/13
	21.14.3.2	Send draft of parent-centered Transitional Courses Activities webpage to participating pilot districts for feedback	Avery/Burns	7/8/13	7/19/13	7/19/13
	21.14.3.3	Receive feedback and publish parent-centered Transitional Courses Pilot webpage on the Board of Regents website	Avery	7/22/13	8/2/13	8/2/13
	21.14.4	Update information for the parent-centered Transitional Courses Pilot Activities				
	21.14.4.1	August 2013	Avery	8/1/13	8/30/13	8/14/13
	21.14.4.2	September 2013	Avery	9/1/13	9/31/13	9/27/13
	21.14.5	Develop a monthly newsletter for Transitional Courses Pilot Activities				
	21.14.5.1	Send August 2013 newsletter to pilot districts and higher education partners	Avery	8/1/13	8/30/13	8/14/13
	21.14.5.2	Send September 2013 newsletter to pilot districts and higher education partners	Avery	9/1/13	9/31/13	9/27/13
	21.14.5.3	Send October/November 2013 newsletter to pilot districts and higher education partners	Avery	11/1/13	11/30/13	11/22/13